

## COVID-19 POLICY – A SAFE RETURN TO SCHOOL

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## Introduction

The following information is designed to set out a structure of COVID-19 information relevant to the Langley Community, signposting additional guidance and procedures as applicable. This information is not exhaustive and will be regularly updated upon change of guidance or procedures.

We are all aware that this situation is ever-changing and as a School we recognise that everyone's circumstances and roles within the COVID-19 pathway will differ. We will all be required to adapt to the changes as they happen in their many guises. All those within the Langley community, and those visiting our sites, play an integral part in managing COVID-19 risk within our community and will be expected to behave responsibly following government and Langley School guidance to ensure that we all contribute to the wider effort to contain, reduce and eliminate the risk from COVID-19.

The Langley Leadership Team (LLT) are committed to ensuring communication is clear and concise using official guidance and selected related credible sources. This policy aims to answer many of the COVID-19 related questions that will arise day to day within our community and provide a consistent, community level platform of information.

For the purpose of this document any reference to official government guidance will be highlighted in a blue box, all other information featured is an interpretation of COVID-19 guidance into practical terms specific to our community and **does not** supersede any official government guidance.

This document and other Langley COVID-19 Specific guidance can be found on each of the **ALL STAFF** drives within the **COVID-19 Guidance, Policies and Information** folders identified as **16a** (Prep) and **19a** (Senior). Please refer to this point of reference and the website link for the most up-to-date versions of the Policy. Please also be mindful that this document will complement, not replace, other Langley School policies and procedures in place and that respective documents such as the Safeguarding and Behavior Policies may also have updates, which will be signposted by the Policy holder as appropriate.

Langley school will comply with health and safety law, assessing risks and putting in place proportionate control measures. Essential measures will 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 minimize distancing between those in school wherever possible and minimise the potential for contamination as far as is reasonably practicable
- 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.

## Government rationale for a full opening of Schools and Educational Settings from September

“Circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.

We are, therefore, asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back.

### SECTION 1 - Access to COVID-19 information and Communication Channels

**Government guidance** – Government guidance can be found at <https://www.gov.uk/coronavirus> the drop down lists should be used to access specific information, further guidance i.e. Department for Education (DfE) National Health Service (NHS), Public Health England (PHE) , Foreign and Commonwealth Office (FCO) are all signposted from this point of reference.

**Designated mailbox** – [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk)

The Langley School coronavirus mailbox will continue to be central to communications relating to COVID-19 for parents and staff, as well as a central feed to collate information with regards to COVID-19 related absence, testing, change of circumstances and general information and queries.

Please be assured that information provided via this e mail will be held in the strictest of confidence and will be treated in line with our data protection policies.

**Website** – General community information and policies will continue to be posted to our designated pages on the School's website, as applicable.

**Social media** – The marketing team will continue to provide an ongoing picture of relevant activity related to COVID-19 within the Langley community. Should you have specific information/activities that you feel would be well placed in these feeds, please do contact the marketing team directly to discuss.

### Whole community

Where applicable the Headmaster, Chief Operating Officer (COO) or Chair of Governors will address communication to the whole community.

## **Parents**

Parent communication will follow our usual procedures in place. All parent facing staff should be mindful of parent's and pupils' personal circumstances in relation to COVID-19. Where parent information is sent, this should be authorised by a member of LLT before sending via the PA to the Headmaster, PA to the Head of Prep or Head of Pre-Prep, as applicable.

## **Staff**

LLT will provide regular informative updates throughout the continuation of the pandemic either addressing all staff, individual departments or personally as applicable. Staff with questions, queries or concerns relating to COVID-19 and the role they play should in the first instance address this to their line manager or directly to the relating LLT member (see structure chart following within this document). Line managers must ensure good communication with their teams and LLT and keep communication channels fluid so that staff feel supported, this has never been more important than now, in a time of rapid change and unforeseen challenges.

## **Pupils**

Teachers will play a significant role in guiding pupils to adapting to changes in place and recognising their individual needs, but it is the duty of all staff to continue to instil our value of kindness and proactively assist when needed to ensure all pupils feel supported and well informed.

## **INSET and COVID-19 focussed training**

Langley School will endeavour to provide bespoke briefings and training during inset and via small groups using video link, to ensure all staff receive regular, relevant focused updates.

Pupils will receive age appropriate briefing via their designated groups and/or within tutor group time.

Many online platforms are offering free resources and training during COVID-19 so please do investigate and share any helpful information you find with your peers.

## **Test and Trace**

The Langley community must all play their part in ensuring any communication with regards to 'test and trace' is as accurate as possible. This guidance will assist us to maintain group information whilst on the Langley site and therefore following these procedures and adhering to sign in and out procedures alongside following government guidance outside of the school environment will be paramount to the Langley community playing their part in the wider COVID-19 risk management. We therefore ask you to remain mindful of your individual actions relating to COVID-19 and how these may impact our community.

## **Wellbeing**

Good communication is key to ensuring not only community safety but also our communities wellbeing. Please remain aware that everyone's experiences during the pandemic will be different and ever changing. There will be shared difficulties and private, personal challenges. Kindness is key and all interactions should be respectful of one another's personal boundaries, signposting to recognised assistance such as Mental Health First Aiders and the Schools' Employee Assistance Programme (EAP) as appropriate. Pupil wellbeing will be structured within the schools safeguarding policy and adapted as required to take into account the impact of COVID-19.

## COVID-19 Overarching Responsibilities/Communication Streams

### GOVERNORS

Overall responsibility for oversight at Board level

### HEADMASTER, HEAD OF PREP, HEAD OF PRE-PREP, COO

Responsible for leading the day-to-day operations of the School settings

### LANGLEY LEADERSHIP TEAM

Responsible for leading their assigned areas of responsibility and COVID communication channels, as follows:

**Paul Clark/Ed Wood** - Safeguarding, Boarding, SEND, Behaviour

**Sarah Menegaz, Rachel Ayres, Leigh Sitch, Nicky Bodmer-Tripp** - Timetabling and Curriculum

**Andrew Walker** - Co-Curricular

**Jon Kempton** - Marketing

**Lisa Green - COO** – Business and commercial communication

Director Communication Channels

**Zoe Baxter** – Human Resources

**Julian Long** - Estates, Transport

**Rachel Smith** – Compliance, Catering, Cleaning & Domestics

**Jason Wright** - Finance

### HEAD OF DEPARTMENTS/LINE MANAGERS

Overseeing Departmental Compliance to COVID Procedures

Ensure department policies/procedures and risk assessments are reviewed and amended to incorporate COVID-19 as applicable

Monitor and Implement COVID safe working procedures as applicable in conjunction with LLT

### WHOLE SCHOOL COMMUNITY:

**STAFF, PUPILS, PARENTS, GOVERNORS, VISITORS, VOLUNTEERS, CONTRACTORS WORKING ON-SITE.**

Adherence to COVID procedures and all relating Langley Policies and Procedures

Reporting personal change in circumstances in relation to COVID-19

Working with the whole community to ensure current government guidance is adhered to

## SECTION 2

### a) - Health and Safety Risk Assessment

Langley School has undertaken a coronavirus (COVID-19) risk assessment taking into account government guidance to inform our decisions and control measures.

“Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure”

#### Consultation and communicating the COVID-19 risk assessment

At its most effective the full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff will be involved in assessing workplace risks and the development and review of workplace health and safety policies and procedures relating to COVID-19. Langley School fully recognises that consulting employees is an important part of successfully managing health and safety.

Langley School's COVID-19 risk assessment was produced, and is regularly reviewed in collaboration with staff in key risk areas and recognised union representation. It has been shared with all stakeholders and is held on the School's website and is regularly reviewed and updated.

The overarching COVID-19 risk assessment will be complimented by specific risk assessments as required.

#### Monitoring and review of risk controls

Langley School will continue to monitor and review preventive and protective measures in place on a regular basis to ensure risk control measures are working and will take action to address any shortfalls.

#### Risk Management

“It is critical to remember that it will only rarely be feasible to eliminate individual risks completely. The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and wellbeing and to education. Schools have the flexibility to respond to risks in a way that suits their circumstances whilst complying with their duties under health and safety legislation”

**Elimination:** stop an activity that is not considered essential if there are risks attached.

**Substitution:** replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.

**Engineering controls:** design measures that help control or mitigate risk.

**Administrative controls:** identify and implement the procedures to improve safety (for example, markings on the floor, signage).

Having gone through this process, Personal Protective Equipment (**PPE**) should be used in circumstances where risk assessment or guidance dictates it is required.

## Resolving issues and raising concerns

Any health and safety concern brought to the attention of Langley School will be recognised and given proper consideration. Should you have any concerns with regards to COVID-19 or your health and safety at work in general, in the first instance, please address these to your line manager or the Director of Compliance and Operations directly.

## SECTION 2b) – Government Approach to COVID-19 Risk Estimation and Management

### Government System of controls

This is the set of actions schools must take. They are grouped into ‘**prevention**’ and ‘**response to any infection**’.

#### Prevention:

- 1) minimise 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) Where recommended, use face coverings in schools
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)

**Numbers 1 to 5** must be in place in all schools, all the time.

**Number 6** must be properly considered and schools must put in place measures that suit their particular circumstances.

**Number 7** applies in specific circumstances.

#### Response to any Infection:

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) contain any outbreak by following local health protection team advice

**Numbers 8 to 10** must be followed in every case where they are relevant.

## Prevention

- 1) 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, do not attend school**

### Reporting symptoms/positive test result

Pupils, staff and other adults who have coronavirus COVID-19 symptoms or have tested positive in the last 10 days or who has someone in their household with symptoms or a positive test result within the last 10 days, **must not** attend school and must report this to [coronaupdate@langleschool.co.uk](mailto:coronaupdate@langleschool.co.uk) immediately.



Anyone developing COVID-19 symptoms during the school day **must** notify the School Nurse/Matron and [coronupdate@langleyschool.co.uk](mailto:coronupdate@langleyschool.co.uk) **immediately** and follow further instruction. Temperature taking will not be taken routinely but is available for guidance should a member of the community feel unwell with a suspected high temperature, this will be conducted by the Medical staff or if out of hours, by the boarding house parents using a hand held, remote thermometer.

**It is essential that all staff are aware of these procedures and react with haste**

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Upon receipt of a negative test and providing they and their immediate household are well and not showing symptoms of coronavirus they may return to school, please advise [coronupdate@langleyschool.co.uk](mailto:coronupdate@langleyschool.co.uk) of all changes.

If a child is awaiting collection, they will be moved, to an assigned isolation area where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. The school nurse/matron/head of year or designated person in their absence will make contact with home.

If they need to go to the bathroom while waiting to be collected, they will be assigned use of a separate bathroom. The bathroom will be cleaned and disinfected before being used by anyone else.

If a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) PPE must be worn by staff caring for the child while they await collection.

If a child within boarding shows symptoms, they will initially self-isolate in their residential setting household or within the Medical Centre as directed by the medical staff. Most boarders will self-isolate in their boarding house so that their usual support can continue, but where a child can return home and there is a benefit in doing so, arrangements will be made for them to self-isolate in their family home or with their guardian in line with the [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.

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 report as above, and a test will be arranged)
- subsequently tests positive
- 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 will be cleaned and sanitised after they have left to reduce the risk of passing the infection on to other people.

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), but this may be used as a guidance if a high temperature is suspected.

## 2) Where recommended, use of face covering

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

Langley school has reviewed the guidance with regard to face coverings and adopted the following policy.

Langley staff and pupils will not be required to wear face coverings within classrooms or office/workroom areas, unless risk assessment or their usual duties dictate this is required.

We would not recommend those pupils in 6 and below from wearing a face covering and strictly forbid any child under the age of 3 to wear a face covering in line with government, PHE and NHS guidance.

### Route Buses

Face coverings are required to be worn on school route buses for all children age 11 and above with the exception of those who have a recognised exemption, as below, this is because we are unable to maintain school allocated grouping within the route service and whilst social distancing will be encouraged, it may be restricted at times. Please refer to the Langley School COVID-19 – Safe Use of School Transport guidance for further information.

**Visitors** – All visitors to our school sites are required to wear a face covering unless they have a recognised exemption, which should be notified prior to or upon arrival. Please refer to the COVID-19 - Visitors Policy for further information.

**Pupil/Students - Year 9 to Upper 6<sup>th</sup> Pupils/Students** are required to wear a face covering within enclosed communal areas of the school, unless they have a recognised exemption. This includes inside corridors, whilst queueing for the dining hall, if attending Chapel and within the Lower and Upper 6<sup>th</sup> Social/Study areas of the Alston Centre. There will be no requirement for pupils of Prep, Pre-Prep or Early Years to wear face coverings

and we emphasise that children aged 3 and under should not wear a face covering in line with government, PHE and NHS guidance. Pupils/students will not be required to wear a covering outside, in classrooms and in the main school halls.

**Staff** – All staff members across both school sites are required to wear face coverings within enclosed communal areas of the schools, unless they have a recognised exemption. This will include, indoor corridors and whilst queueing inside for lunch or break. There will be no requirement for these to be worn in classrooms or office areas, but social distancing, adult to adult and adult to child should be followed where practically possible in line with the school's policies and procedures and government advice.

### Where local restrictions apply

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

In the event of new local restrictions being imposed, we will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.

#### Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate
- The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

### Access to face coverings

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face coverings. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will have a small contingency supply available to meet such needs, these can be accessed by e mailing [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk) Face shields will be available to staff wishing to wear one, these will be allocated and registered and should be maintained by the individual in an acceptable, safe condition. New and replacement shields can be arranged by e mailing [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk)

No-one will be excluded from education on the grounds that they are not wearing a face covering.

### Safe wearing and removal of face coverings

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Wearers should not touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face

coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Please see further government guidance at <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

### **3) 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.

Staff, visitors and pupils **must** ensure that they clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:

In addition to hand washing facilities across both site, hand sanitiser stations have been installed in prominent positions as noted on the attached maps.

Small children and pupils with complex needs should continue to be helped to clean their hands properly with soap and water. Hand Sanitiser should be used where hand washing facilities cannot be accessed easily, this may be due to high demand of washroom areas, where washing facilities cannot be accessed and where there is high traffic at touch points (reception entrances, classrooms and computer suites) This should not substitute regular hand washing but should complement a good hygiene routine.

Teachers should build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them along with supporting pupils with timetable and procedure changes.

### **4) 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; tissues and bins will be available throughout the school setting to support pupils and staff to follow this routine. As with hand cleaning, tutors must ensure younger children and those with complex needs are helped to get this right, and ensure all pupils understand that this is now part of how school operates.

### **5) Introduction of enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and sanitisers**

All areas of the school are thoroughly cleaned on a daily basis, Monday-Friday during term time. Boarding areas also receive a thorough weekend clean.

Committed to ensuring our site is as safe as possible, Langley School has commissioned a contract for both sites and our minibus fleet to be target sprayed with an anti-microbial protective screen via an electrostatic spraying system. This is a scientifically proven organic solution which will provide us with additional wrap around touch point protection.

Touch areas such as door handles and in washroom areas will be cleaned throughout the day.

Toilets will be cleaned regularly, and pupils should be encouraged to clean their hands thoroughly after using the toilet – where groupings allow consistent washrooms should be used but it is not a requirement where site logistics does not allow for it.

Sharing of equipment should be avoided, but where this is not possible, the equipment should be wiped with sanitiser and disposable papers between different group use by teachers who are supervising. Sanitiser and disposable paper will be provided in key areas for use by staff when sanitisation is required, and it is not possible or viable for cleaning staff to access between a the daily full clean. A responsible approach should be taken by all staff in these circumstances. Used paper should be disposed of in area bins provided.

## 6) Minimise contact between individuals and maintain social distancing wherever possible

Minimising contact and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and Langley School has carefully considered how to implement this.

“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

children’s ability to distance

the lay out of the school

the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)”

We know that consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used at Langley during the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. 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. Therefore tutor groups will remain in consistent classrooms, within the allocated year groups.

Where the use of small groups restricts the normal operation of school and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching, tutor groups may unite as a year group, socially distancing where possible.

“Within guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups”

Having fully assessed the guidance, we have assigned the following individual groups, within these groups consistent tutor groups will prevail for much of the school day.

- EYFS – Oaks and Acorns
- Pre-Prep Reception
- Pre-Prep YR 1
- Pre-Prep YR 2
- Prep YR 3 and 4
- Prep YR 5 and 6
- Prep YR 7 and 8
- Senior YRS 6 and 7
- Senior YR 8
- Senior YR 9
- Senior YR 10
- Senior YR 11
- Lower and Upper Sixth

Core subjects will be taught in these groupings, and where possible teachers will move classrooms rather than pupils. Groups must be kept apart from other groups where possible and older children must be encouraged to keep their distance within groups. Interaction, sharing of rooms and social spaces between groups will be limited as much as possible, with outside areas being allocated to each group. In larger groups the other measures from the system of controls will become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

“Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission”

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for senior site, 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. Again, we recognise this is not likely to be possible with younger children and teachers and staff in EYFS, Pre-Prep and Prep can still work across groups if that is needed to enable a full educational offer.

### **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. Public health England advise that staff in secondary schools should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. 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 that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.

For children old enough, they must 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 and it is not feasible in some schools where space does not allow. Ensuring we do this wherever they can, and even doing this some of the time, will help.

Adaptations to the classroom to support distancing will be made **where possible**. That will include seating pupils’ side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

### **Assemblies and gatherings**

Pupil groups should be kept apart; this means large gatherings such as assemblies, house meetings or chapel with more than one group will not be permissible.

An assembly space will be set up at each school, with socially distanced seating, to be used in circumstances where groups are an adequate size and the benefit of the collective group coming together is justified, in line with current government guidance.



## Meetings

Small face to face meetings may go ahead where social distancing can be followed. Larger meetings or small meetings where social distancing cannot be factored in should take place via video call, using ZOOM or Microsoft Teams.

## Movement around School

As a general site rule the school will operate a **'keep left'** policy to allow a constant flow of traffic and will prevent bottle necks in corridors and pathways. Where logistics allow some areas/buildings will be set up as a one-way system, these areas will be clearly marked and signage should be adhered to with the exception of an emergency evacuation situation, where safest, nearest evacuation routes should be followed.

When timetabling, groups will be kept apart as much as possible and movement around the school site will be kept to a minimum. While passing briefly in the corridor or playground is low risk we must avoid creating busy corridors, entrances and exits. Staff should use their discretion as to whether pupils should be asked to enter and be seated in classrooms or lined up socially distanced outside of the classroom before entering, this will depend on the security requirements of the classroom (i.e. science labs/D&T), whether there is direct access from outside, the numbers of pupils in the classroom, the age of the children and the number of classrooms in a building.

## Signage and floor markings

Signage will be apparent across the school sites to advise and remind the community of procedures, please ensure you make yourself familiar with these and follow advice as given. Staff must play a key, constant role in instilling these procedures into the daily lives of pupils.

## Lunch arrangements

Catering facilities will be open from the start of the Michaelmas term. Meals will be served strictly within allocated groupings; Self-serve options will not be available, and menus may be adapted to allow a steady, progressive flow through the dining hall.

## Early Years, Pre-Prep and Prep School

Lunch will follow the usual format excluding self-service, where there are 2 groups attending lunch at the same time, where possible, they will be separated into the senior dining and main dining hall.

**Staff who are assigned to teaching groups** will have lunch in the dining halls on a socially distanced table.

**All other staff** will collect their lunch from the main servery but please **do not** linger in the dining halls. The staff room and library will be available for socially distanced dining or you may take your lunch back to your work area.

PLEASE ENSURE ALL CROCKERY AND CULTERY IS RETURNED TO THE SERVERY WASH UP BAY (in the corridor off the main dining hall) ON A DAILY BASIS – THERE WILL BE NO ACCESS TO STAFF INTO THE SERVERY AREA.

## Senior Site

Pupil lunch will be served in year group order (timings to be advised).

**Supervising staff** will be allocated a socially distanced dining table, all other staff will collect their lunch from the grab and go as follows;

12.00 **Estates staff and allocated admin**

12.15 **All other admin and support staff**

12.30 onwards – **Teaching and teaching support staff**

Lunch may be eaten outside, in allocated areas or within your work areas as deemed suitable to do so.

## Staffroom facilities

Use of staff rooms will be minimised to allow for social distancing, access to refreshments will be allocated as follows,

**Prep School Break times** – Coffee and tea will be available within the Inner Hall, this can be taken outside or to your workplace. Please be aware the Servery will be out of bounds to all but servery staff, crockery will be available and empties should be returned to the trolley in the inner hall, but **where at all possible** please bring your own lidded cup/mug and take home to wash and return each day to reduce sharing.

**Senior School** – The staff room will be limited to small numbers and should be used sensibly, please adhere to maximum numbers. The snack shack will be open to staff at break time as demand dictates, to refill their lidded cups/mugs. Please ensure you bring your own lidded cup/mug. The lawned area opposite the medical centre entrance will be allocated to staff or you may take your drinks back to your work area.

Whilst we understand break times are an important opportunity to socialise with peers, please be respectful of other staff members space and be aware of maximum numbers for rooms where indicated. Please wash your hands or use the sanitiser provided when entering and leaving communal areas and using communal mugs/cutlery. Please try to get into the habit of bringing in your own lidded mug daily which you can identify and use throughout the day, taking home to wash.

All communal crockery and cutlery used will be washed each day, but please be mindful that the more staff who can be responsible for own use of mugs, the more time the cleaning staff have to use their time wisely sanitising key areas.

## Reception and office areas

All main receptions will be open but will follow social distancing rules. Where required, in front facing positions, temporary screens will be in place. Offices and workroom areas will be assessed for social distancing capability and adjustments made as necessary. If working in or entering an office space, please ensure you keep to social distancing rules and respect the social distance of those who are working within the environment. Where possible call or email a colleague rather than visit them directly. Consider whether you can use Microsoft Teams to video call if face to face meetings are required.

## Laundry, Kitchens and Servery

The kitchens, servery and laundry areas will be assessed and adjusted to allow for social distancing and PPE and group markings will be used to segregate staff where required. These areas are **strictly** out of bounds to staff, other than those who work there as a normal part of their day.

## Measures for arriving at and leaving school

With the exception of EYFS and Pre-Prep, staggered start/leaving times are not expected to be in place in addition to normal school timings. If timings change, prior notification will be provided to staff, pupils and the parental group concerned.

Some groupings may have different entry and exit points, where this is in place, staff and parents will be advised prior to term start and prior to any further change of procedures.

The senior school bus drop entrance will have a face covering disposal bin for those who travel on school buses where groups are mixed, to dispose of once only masks. If face coverings are worn, the wearer must wash their hands immediately after taking the covering off. **Where re-useable face coverings are used, they must be securely stored in a plastic bag when not in use during the day** and be taken home with them at the end of the day to be washed or sanitised.

## SEND 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 must plan to meet these needs, for example using social stories.



Supply teachers, peripatetic teachers and/or other temporary staff can move between sites. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. All those not employed directly by Langley School will be provided with the Langley COVID-19 Visitors Policy and will be expected to adhere to usual sign in/out arrangements whilst on site.

### **Arrangements for Boarding**

Langley School has registered with and has been recognised as adopting the BSA COVID-Safe Charter. In adopting the BSA COVID-Safe Charter Langley School confirms it will comply with all government rules and guidance to meet specified COVID-19 standards within the boarding environment.

Langley School plan to operate their full boarding repertoire from the start of Michaelmas term but are aware this will be dependent on government guidance, particularly with regards to international pupils/students.

Out of the school day setting, boarding groups will be designated as 'households' where they will be considered as they would if they were in a usual household format.

Any International student requiring quarantine or boarders that are self-isolating and unable to return home will be segregated from the rest of the 'household' during their period of isolation and will not be permitted to attend main school classes or use site facilities whilst in isolation.

During the school day boarders (unless self-isolating) will join their assigned year groups and classed in the same manner as day pupils.

For further information regarding boarding arrangements, please refer to Langley School COVID-19 Arrangements or Boarding guidance.

### **Visitors to School**

**All visitors** to school will be expected to follow the COVID-19 visitors' policy and adhere to government policies and school sign in procedures to include a brief COVID-19 wellness questionnaire. Non-essential visits should be avoided where possible.

### **Immunisation Programmes**

Immunisation programmes will continue to be provided on site, ensuring these will be delivered in keeping with the School's control measures.

### **Children attending more than one setting**

Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at an alternative provision, setting or special school, staff work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.

## Shared resources.

“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 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.

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, 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”

All pupils will be required to bring in their own basic equipment in an identifiable pencil case. Staff will be required to ensure they have their own basic equipment to be used consistently throughout the day.

Spared pens, pencils etc should be available, but if used, deposited in a designated area within the classroom and not reused for 48 hours (72 hours for plastic), alternatively these can be sanitised between use if required.

Library books may be taken for home reading, pupils should avoid touching when choosing, disposable gloves may be worn by staff if browsing through the bookshelf for pupils. When the library book is returned it will be deposited in a separate box and left for recommended time (above)s before returning to the library. Reading should also be encouraged by e books where possible.

Larger resources may be shared as required within their groups and will be touch sanitised by the cleaning team before the start of each day. Sanitising kits will be available to use by staff when resources are used by different groups during the day and it is not viable for cleaning staff to be present i.e. gym equipment use, keyboards. As previously advised a sensible approach should be taken by staff members and the introduction of contracted intermittent fogging will assist to keep touch area safe at all times

### **Commercial lets and outside use of school provision**

Where lets are permitted to use school provision, they will be expected to bring in their own equipment; school resources will not be available for them to use.

All areas frequented by outside lets will be thoroughly cleaned between use and the start of each school day.

All lets will be expected to follow Government guidance and school procedures relating to COVID-19 relevant to their site activity.

Please see Langley School COVID-19 Guidance for Lets, for further information.

## 7) Where necessary, wear appropriate personal protective equipment (PPE)

“The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used”

PPE will be provided in line with the risk assessment and guidance and you will be advised if you are required to use it, in which case it will be provided to you.

We will continue to assess environments and particular circumstances on an ongoing basis, but if you have concerns, feel you need additional protection or have any queries relating to personal protection please raise this with the Director of Compliance and Operations directly or via e mail to [coronaupdate@langleschool.co.uk](mailto:coronaupdate@langleschool.co.uk)

Individuals using PPE must ensure they dispose of PPE responsibly following PHE guidance. If re-usable masks are worn, when not in use they should be stored in a plastic bag and taken home to be washed or sanitised daily. Face shields should be sanitised before and after use.

Langley School will follow Government guidance in regard to the use of face covering in school, but we will not refuse the use of coverings if requested by a pupil or member of staff, unless these are not being used in a safe manner. Where out of guidance face coverings are requested, we will assess individual circumstances alongside the most up-to-date guidance.

## Response to Infection

### 8) Engage with the NHS Test and Trace process

“Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing 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)

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.

By the autumn term, 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”

Langley School has a designated school reporting link to Public Health England in the event that a case is suspected or confirmed within the community, to allow immediate action to be taken.

### Symptoms to be aware of

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a 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)
- **a 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

Most people with coronavirus have at least 1 of these symptoms.

If you are unsure if your symptoms are related to coronavirus, please contact NHS111 or your GP for further advice.

All staff and parents should advise [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk) immediately if they or a member of their household have COVID-19 symptoms or are undergoing COVID testing and should isolate whilst this process is ongoing/until isolation periods have been completed or a negative test has been confirmed.

Where a person's test results are 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.

**Staff and parents are asked to confirm a negative test before returning to school following testing.**

If a person 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 and anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first become 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.

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

Langley School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) making immediate contact with the local health protection team. The local protection 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.

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, Langley School 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. To support them in doing so, Langley School will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups, wherever possible and within a proportionate recording process. We will not ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome, but it is imperative that registration procedures are maintained and accurate.

A letter, on the advice of the health protection team, will be sent to parents and staff should action need to be taken following a positive case/s. Langley School will not share the names or details of people with coronavirus (COVID-19) unless it is essential to protect others. Staff will be expected to maintain integrity and confidentiality as appropriate.

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’](#)

### **10) Contain any outbreak by following local health protection team advice**

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

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.

### **Process in the event of local outbreaks**

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.

### **Contingency plans for outbreaks**

For individuals or groups of self-isolating pupils, remote education plans are in place. These meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on remote education support.

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission, this may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

### **Remote education support**

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school will offer immediate remote education.

## **SECTION 3 – SCHOOL OPERATIONS**

### **Transport**

We are making a distinction between dedicated school transport and wider public transport:

- by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only
- by public transport services, we mean routes which are also used by the general public

Pupils on dedicated school services do not mix with the general public on journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the Michaelmas Term on Langley dedicated Transport.

Where we are unable to group pupils within the consistent site groupings, further provision will be made to ensure the safe transportation of pupils.

- use of hand sanitiser upon boarding and/or disembarking

- all school transport will be target sprayed with an anti-microbial protective system.
- additional cleaning of vehicles
- introduction of screens
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- the use of face coverings for children (except those under the age of 11), where appropriate, as they are likely to come into very close contact with people outside of their school group who they do not normally meet in the school environment

Please see Langley School COVID-19 Transport Guidance, for further information

### **Attendance expectations**

“In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child’s non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;

schools’ responsibilities to record attendance and follow up absence

Langley School will support the Governments expectation in bringing children back into school.



## Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future, there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding - read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend
- pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

Specialists in paediatric medicine have reviewed the latest evidence on the level of risk posed to children and young people from coronavirus (COVID-19). The latest evidence indicates that the risk of serious illness for most children and young people is low. In the future, we expect fewer children and young people will be included on the shielded patient list.

If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they must be provided with access to remote education, and participation monitored.

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

## Pupils and families who are anxious about return to school

All other pupils must attend school. Staff should be mindful of the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

Where parents of pupils with significant risk factors are concerned, they should be engaged in discussions in regard to their concerns and be provided with reassurance of the measures that are in place to reduce the risk in school. Conversations with parents should be clear, reiterating that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).



## School workforce

“We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow when planning for full return in September.

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.

School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to return to schools”

All staff must follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in the ‘Prevention’ section.

### Staff who are clinically extremely vulnerable

Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school’s own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.

We confirm that we have made arrangements to implement the system of controls outlined by the Government, in line with the School’s own workplace risk assessment to allow the clinically extremely vulnerable to return to the setting. Langley school will individually risk assess all staff within the clinically extremely vulnerable group. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, as follows.

## **Staff who are clinically vulnerable**

Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. 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.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

## **Staff who are pregnant**

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Langley School will conduct individual risk assessments for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Langley School, as an employer will follow this advice and to continue to monitor for future updates to it.

## **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are followed. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

## **Employer health and safety and equalities duties**

Langley School recognises it has a legal obligation to protect its employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual manner.

Langley School are committed to following government guidance to mitigate the risks of coronavirus (COVID-19) to pupils and staff and meet their legal duties to protect employees and others from harm.

## **COVID relate absence/change of circumstances reporting**

Usual procedures for absence reporting should be followed for all staff absences, however, if your absence is related to COVID-19 related symptoms, shielding or furlough please ensure you e mail [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk) in addition to usual procedures. This is vital to ensure we monitor and maintain information within the coronavirus databases to allow accurate reporting for monitoring staff availability and pay information.

All staff should ensure they are pro-active in advising any change to their circumstances relating to COVID-19 to the designated mailbox, this is paramount to the effective management of COVID-19.

### **Supporting staff**

The governing body and LLT of Langley School have regard to staff work-life balance and wellbeing. Langley School will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.

This will be met by the following measure (this list is not exhaustive)

- providing an outline of a responsibilities and a communication structure
- the installation of a designated e mail address [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk) to allow COVID-19 related information and questions to be directed to a focal point of contact.
- regular communication to all stakeholders, inviting feedback
- consultation with staff and Union Representatives as appropriate, to include input in COVID-19 risk assessment and address of any collective concerns
- COVID-19 assigned within the Health and Safety Committee Meeting Agenda for the foreseeable future.
- regular KIT and return to work meetings with staff at full school level, departmentally and individually as appropriate
- policies and procedures regularly reviewed, updated as appropriate and shared regularly with the staff body
- Training time allocated within inset days on an ongoing basis as required,

Langley School are committed to fulfilling our duty of care to our employees, and this extends to their mental health. Langley School recognises that staff may have concerns and anxieties relating to COVID-19 and will provide support at all levels:

- all staff will continue to have access to the Employer Assistance Programme (EAP)
- the school will continue with their programme of Mental Health First Aid Training and will provide details of Mental Health First Aiders across the school staff body
- government guided mental health support programmes will continue to be regularly communicated to staff within communications.

### **Staff deployment**

We may need to alter the way in which we deploy our staff and use existing staff more flexibly to enable us to welcome back all pupils at the start of the Michaelmas Term. Line Managers should discuss and agree any changes to staff roles with individuals and ensure the involvement of HR where terms and conditions may differ from contracted agreements.

### **Supply teachers and other temporary or peripatetic teachers**

Schools can continue to engage supply teachers and other supply staff.

Supply staff and other temporary workers can move between schools.

Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

### **Staff taking leave**

We recognise our staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and all those not furloughed will be working hard to prepare for all pupils/students to return from the start of the Michaelmas term. Many staff will want to take a holiday over the Summer and Autumn period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK:

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>.

Please ensure you are aware of localised travel advice when considering travel.

As would usually be the case, staff will need to be available to work in school during term time. There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting, we would therefore request that consideration is made of the possible impact travel may have upon return to school and advise the school of any likely delayed in return to school.

### **Catering**

Please refer to servery, kitchens and laundry, lunches and staff facilities where appropriate. Further access to catering facilities should be arranged directly via the Executive Chef or Director of Compliance and Operations directly.

### **Estates**

Prior to the Michaelmas term commencement, all pre-term building checks will be undertaken to ensure the school sites are safe.

Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular).

### **Educational visits**

“We continue to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.

In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits”

### **School uniform**

Uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone, we therefore expect all pupils to wear Langley uniform.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

## Extra-curricular provision

Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.

If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) then providers should maintain small, consistent groups. We recognise that schools may need to respond flexibly and build this provision up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

Langley School proposes to provide extra-curricular provision, to include breakfast club and after school care, hobbies and activity clubs as provided pre COVID-19 in each particular setting. In some areas there will be a need to be in a flexible format which will be built up over time. Each setting will assess and communicate provision taking into account details listed within the 'precaution' section of this policy and schooling bubbles will be kept together where possible.

## Music and performing arts

All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place.

Additional mitigations, such as extended social distancing, were previously required for singing, and playing of wind and brass instruments given concerns that these were potentially higher risk activities. Department for Culture, Media and Sport (DCMS) has commissioned further scientific studies to be carried out to develop the scientific evidence on these activities, which has allowed the government to reconsider appropriate mitigations and further research is continuing.

You should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.

Additionally, you should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on [handling equipment](#).

Langley School recognises that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments. This applies even if individuals are at a distance. Risk assessments will be undertaken considering these risks and how to reduce them, 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 must not take place in larger groups such as school choirs and ensembles or school assemblies.

Please refer to Langley School COVID-19 -- Procedures for Music and Performing Arts for further details.

## Physical activity

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at [return to recreational team sport framework](#).

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, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) 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. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Schools should refer to the following guidance:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](#)

All risk assessments must/will be reviewed and updated allowing for the impact of COVID-19 prior to commencing physical activity.

Please see Langley School COVID-19 – Procedures and Risk Assessment for Physical Activity for further information.

## Pupil wellbeing and support

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

Langley School will consider the provision of pastoral and co-curricular activities to all pupils designed to:

- 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

Pastoral staff and school nurses/matron will work together to identify health and wellbeing needs which will underpin priorities.

## **Behaviour expectations**

Langley School will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. All such changes will be communicated by means of an amendment to the Schools Behaviour Policy and staff are asked to set a good example, adhering to and instilling expected COVID-19 etiquette at all times.

## **Emergency Fire Evacuation**

Emergency evacuation procedures will remain continuous through COVID-19 changes to procedures. In the event of an emergency evacuation please follow the usual procedures for evacuation maintaining social distance where possible. Any one-way systems will be over-ruled in an evacuation situation when nearest and safest route to safety should be followed, fire marshals and tutor group staff will play a key role in overseeing this during the evacuation process.

Upon arrival at your safe assembly/muster point, staff should supervise line up in a socially distanced fashion where at all possible.

## **Sanitation stations**

Sanitations Stations are situated at every entrance and in all key areas of the school sites. These are to be used in addition to handwashing, as age appropriate, in the event that you are unable to wash your hands in soap and water.

## **Ventilation and use of air con**

When using indoor areas ventilation is encouraged, where possible have windows ajar, if opening doors please ensure you do not use fire extinguishers as door stops or restrict fire doors. Please ensure when leaving an area at the end of the school day, you close any opened windows. Air conditioning units have been assessed alongside government guidance and may be used throughout both sites.