THE ALTERNATIVE SCHOOL GROUP LTD

COVID-19 Policy



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INTRODUCTION

The Alternative School is committed to ensuring the health, safety and welfare of all its staff and pupils. The school ensures a safe working environment by complying with legislation and adopts recommended safe working practices to ensure we are **COVID** **SECURE**.

PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

This document aims to provide guidance to staff in relation to recommended safe working practices during the Corona virus pandemic. To ensure consistency in working practices across all school sites these recommendations and working practices **must** be adhered to.

At this time all of our schools are fully open, and teachers are providing traditional classroom education and outdoor learning opportunities to pupils, whilst **offering remote learning to any pupil that may have to self-isolate.**

**The 12 points below have been taken directly from government guidance which was updated May 2021.**

Prevention

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

2. Ensure face coverings are used in recommended circumstances.

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.

4. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6. Consider how to minimise contact across the site and maintain social distancing wherever possible.

7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where

necessary.

9. Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

10. Promote and engage with the NHS Test and Trace process.

11. Manage and report confirmed cases of COVID-19 amongst the school community.

12. Contain any outbreak by following local health protection team advice.

The text below in BLUE has been taken directly from government guidance updated May 2021.

Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March.

From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.

In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

Children and young people aged 11 and over must still wear a face covering on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to children and young people who are exempt from wearing face coverings.

From Monday 17th May 2021, any member of staff or pupil whose personal wishes are to continue to wear a face covering whilst in school will be permitted to do so. The school will not enforce the wearing of face coverings, and this will be entirely the choice of an individual should they wish to continue to do so.

In order to reduce risks as much as possible visitors in the School will be kept to a minimum, in order to reduce risks. Therefore it maybe necessary at times to hold meetings with parents/carers etc., via video call or telephone, arrangements should be made through the Head teacher or Communications manager at the school by telephoning:- 01282 851800

St. James School, Burnley - Option 1

Barnoldswick School - Option 2

Blackpool and The Fylde School - Option 3

**All staff must download the ‘NHS test an trace app’ to their work or personal mobile phone.**

**Staff are required to notify their line manager and the Human Resources Manager if they are contacted through the NHS track and trace system.**

**From Monday 28th September 2020, people in England are required by law to self-isolate if they test positive for coronavirus or are contracted by NHS track and trace.**

## When to self-isolate

You must self-isolate immediately if:

* you have any [symptoms of coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) (a high temperature (above 37.8°C), a new, continuous cough or a loss or change to your sense of smell or taste)
* you've tested positive for corona-virus – this means you have corona-virus
* you live with someone who has symptoms or tested positive
* someone in your support bubble has symptoms or tested positive
* [you're told to self-isolate by NHS Test and Trace](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/)
* you arrive in the UK from a country with a high corona-virus risk – see [GOV.UK: 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)

**When to get a test**

If you have symptoms, get a test immediately, i.e. within 24 hours of displaying symptoms.

Book a visit to a test site or order a home test kit if you cannot get to a test site.

If you book a covid test you must notify - Heather Blake - Human Resources Manager. If you are struggling to book a test you must notify Ann Flynn - Quality Manager who will assist you in booking a test.

**Pupils in school:**

Following government advice, all pupils should be returning to school from the start of the academic year - September 2020, unless they are self-isolating at that time.

Pupils should be advised by their class teachers of the following requirements:

* Correct washing of hands (minimum of 20 seconds).
* Hands must be washed on arrival at the school; before and after any break periods; before and after eating; after going to the toilet and before leaving school at the end of the day.
* Pupils are required to have their temperature taken when they arrive at school, and recorded on Behaviour Watch. The temperature will be taken on the forehead.
* Social distancing requirements - pupils need to able to recognise appropriate 2 meter distance.
* What items they can bring into school - i.e. coat; drinks bottle, and where these are to be kept during the school day.
* Location of their own classroom, and their desk within the classroom.
* In order to reduce the risk of spreading the virus, pupils should remain in their own class bubble.
* Areas of the school where they should not go - e.g. office; other classrooms; kitchen.
* How to evacuate the building safely, whilst maintaining a social distance from other class bubbles at the assembly point.
* Pupils should not share any items with their peer group - e.g. pens; pencils; books.
* If a pupil has a temperature above (37.8°C) the pupil will go to the medical room and be observed by a member of staff and the temperature will be taken again after a further 10 minutes. If the temperature remains above 37.8°C, then parents/carers will be required to collect them.
* A pupil must inform their teacher immediately if they begin to feel unwell.
* A pupil who becomes unwell will be isolated in the medical room with 1 member of staff to observe them, whilst a parent or carer comes to collect them from school.
* All results of Covid testing for a pupil must be made known to the **headteacher** at the school within **2 hours** of receiving the test result.
* If a pupil, who has a social worker presents symptoms, then the social worker will be informed of the child being symptomatic.
* A negative test result will mean the pupil is able to return to school the following day after receiving their result.
* **Whilst a pupil is awaiting test results or during any period of self-isolation the pupil will be educated by their teacher remotely.**

**Staff working in school:**

* Wash your hands on arrival at school; before and after eating; before and after preparing/serving food to be consumed by pupils/staff; after going to the toilet and before leaving the school premises.
* You should sign in and out using **the signing in book** to show the time that you arrived at school and the time you left school at the end of the day.
* Your temperature should be taken on your **forehead**, upon arrival at school and recorded on the signing in sheet.
* If you leave school premises to go on an outdoor activity you should sign out, and sign back in upon your return to school (as per normal procedure). You should re-take your temperature and record this on the signing-in sheet.
* If your temperature is slightly above (37.8°C), you should go and sit in the medical room for 10 minutes; drink a cold glass of water and re-take your temperature after the 10 minutes has elapsed. If your temperature has lowered - this temperature should be the one which is recorded, and you will be able to continue with your normal working duties in school. If your temperature remains above 37.8°C then you must self-isolate and obtain a covid test.
* Ensure that points of high contact such as keyboards, land-line and mobile phones are wiped down regularly.
* Ensure any surfaces that have been touched are sanitised before leaving the school, such as door handles; light switches; bathroom and kitchen facilities (using the purple EC4 sanitiser spray that is available on site, following manufacturers instructions and C.O.S.H.H. safety data and using P.P.E.).
* Maintain social distancing (2 meters) as much as practicably possible, from other staff and pupils.
* Place any rubbish into the rubbish bin for the cleaners to dispose of.
* If you are the only member of staff in school at any time, - ensure you follow the lone worker policy.
* Should you show any symptoms of Covid, or a family member or friend who is in your social bubble, presents any symptoms, you will be advised to book a Covid test. You should have a Covid test within 24 hours of the first symptoms being displayed. **Once you receive the results from your Covid test, you must inform Heather Blake - Human Resources Manager of the outcome of your results within 2 hours of receiving of your result.**
* If your test result is negative you should return to work.
* Staff who travel to or from work in the same car, should wear a face covering during their journey.
* Any staff who use public transport to travel to school must wear a face covering whilst travelling - (following government guidance).
* Staff should not travel in the same car to carry out home visits for their pupils unless the household is rated **RED** – under these circumstances staff should wear a face covering if travelling in the same vehicle.
* All teachers should work in their own classroom area with their own class bubble, and avoid mixing with other staff or pupils from another bubble – as much as practicably possible.
* All head teachers and communications managers should work from their own office area as much as possible.
* If you share an office area with another member of your team, you need to maintain a social distance whilst working. If this is not possible, then a face covering would be advised.
* Staff should not meet in communal areas - e.g. kitchen, office, P.P.A room.
* If you are holding a team meeting, you should allocate a space where social distance can be maintained.
* You should wear a face covering and gloves when preparing/serving food in school.
* In order to support your safety, you can make a request through your headteacher for additional P.P.E. to be purchased (e.g. face coverings; safety screens; air purifiers), in addition to the P.P.E. that is being provided by the school.

**Staff - Outside of school**

As a professional, all staff have a duty to follow the current government guidance outside of normal working hours. All staff have a responsibility to keep the spread of the disease to an absolute minimum, and should avoid any behaviours that pose a risk of spreading the virus. All staff should consider the safety of themselves; their own families; their colleagues and pupils and their families.

As a school we have a professional responsibility and a duty of care to provide education to all of our pupils within school.

**Equipment**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.

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, arts, and science equipment should be cleaned frequently. When sharing equipment between different groups, you should either: clean it before it is moved between groups or

allow them to be left unused for a period of 48 hours (72 hours for plastics)

**Using the school minibus:**

* It is advised that each individual should occupy the same seat on outbound and return journeys.
* All necessary safety checks must be carried out in advance, and an appropriate risk assessment completed for the journey.
* All areas of contact must be wiped down with a disinfectant/sanitising product after each use e.g. EC4 purple sanitising spray by a member of staff whilst wearing P.P.E. and following C.O.S.H.H. safety data and manufacturers guidance (e.g. steering wheel; gear stick; seats; seat belts).
* Any sanitising or disinfecting products such as EC4 sanitising spray **must not** be accessible to pupils, and should be stored in a locked glove compartment, or remain with the teacher.

**Using public transport**

* If you are using public transport on your journey to and from work you must follow the guidelines on wearing P.P.E. and social distancing where these may continue to be enforced.
* If you are using public transport to take pupils on an outdoor activity - staff and pupils can choose to wear a face covering if they so wish, however this will not be mandatory.

**Staff carrying out home visits to pupils**

* Follow the lone worker policy.
* Staff should be fully aware of the RAG colour coding of each household they are visiting.
* Make sure you are wearing your staff ID; and have your work mobile phone and personal alarm with you.
* Where possible, maintain a 2 meter distance from the door when speaking with someone from the household. Do not enter the house under any circumstances.
* If you feel there is a safeguarding concern, notify your DSL immediately.

**Staff who are self-isolating**

If you are self-isolating whilst awaiting results of a Covid test, or are self-isolating following contact through test and trace, you should:

1. Contact your headteacher/line manager each day **by telephone before 7.30am** to inform them that you will not be in school on that specific day.
2. Your line manager will direct you to specific tasks/duties for you to complete that day.
3. You need to report back to your headteacher/line manager at the end of each working day to inform them of the tasks you have completed.
4. Should you complete all the tasks that have been set before the end of the working day, you should contact your headteacher/line manager to advise them of this, in order that you can be set further work.
5. You will need to attend any meetings as directed by your line manager (e.g. via zoom).

If your child or partner has been sent home from school or work with covid symptoms, you will need to make the results of their covid test known to the Human Resources Manager, within 2 hours of receiving the test results. If their test is positive it is recommended that you compete an LFT and book a PCR test, even though you may not be symptomatic. If their test is negative, you will be able to return to work as normal.

**If you are contacted by NHS Test and Trace**

If you are contacted by the NHS Test and Trace system you should follow the procedure listed:-

1. Inform your headteacher/line manager.
2. Send a copy of the Test & Trace message to your headteacher/line manager and Human Resources manager.
3. Book a Covid test for that day.
4. Send a copy of the result to the Human Resources Manager within 2 hours of receiving the test result.
5. During any period of self-isolation whilst you are awaiting your covid test results, you will be required to work from home.
6. You must contact your headteacher/line manager by 7.30am, and they will identify specific tasks for you to complete on that day.
7. Should you complete all the tasks that have been set before the end of the working day, you should contact your headteacher/line manager to advise them of this, in order that you can be set further work.
8. You must contact your headteacher/line manager at the end of the working day to inform them of the tasks you have completed.
9. A copy of any messages that you are sent through the Test & Trace system must be sent to the Human Resources Manager - Heather Blake.

**Lateral flow testing**

All TAS staff are voluntarily participating with lateral flow testing twice per week as recommended by the government. An image of these results should be sent to your line manager/headteacher.

The school is aiming to engage pupils in LFT, however this is voluntary for the pupil. Information has been sent to parents/carers along with parental consent letters. Should they require, pupils are being allowed to take LFT’s home to carryout the test at home.

**Pupils who are self-isolating**

Pupils who are self-isolating will be sent work from their teacher to complete at home whilst they are self-isolating. Work will be sent electronically via the pupils school e-mail address, and can be returned electronically. There may also be occasions when pupils may be asked to join a live lesson on-line, with their teacher and peer group. In the instance where a pupil may not have access to a computer/internet, then a physical work pack will be created for the pupil and delivered to the pupils home address.

**When preparing the learning packs for any pupils who are learning remotely due to self-isolation :-**

You are advised to sanitise your hands regularly when collating the learning packs. You may wish to wear gloves in order to avoid direct contact with anything therefore reducing the risk.

**When delivering and/or collecting work for pupils who are self-isolating:**

* It is **your** responsibility to ensure that your business insurance on your own car is **up to date and valid.**
* Make sure that the household you are going to has been risk assessed.
* Staff should be fully aware of the RAG colour coding of each household they are visiting.
* Wear your I.D. and carry your personal alarm when out of your car.
* Follow the usual procedure for having a back-up contact.
* Ensure all items that you are delivering are in a clear plastic wallet with the pupils name clearly marked.
* Inform parents/carers in advance with the day/date of delivery and/or collection.
* Ensure that you **do not** enter the pupils home.
* Either leave the work on the doorstep outside the home or post through the letter box.
* Ensure that parents/carers or pupils are informed to leave completed work outside in a clear plastic wallet or carrier bag marked **‘TAS’.**
* Upon returning to your car - **sanitise your hands**.
* Dispose of all used P.P.E. in a **double sealed bag - (**e.g. nappy sack)**,** before placing in a bin.
* Regularly wipe surfaces in your car that you have touched - e.g. steering wheel.
* Wash your hands thoroughly as soon as practically possible.
* All staff should be aware of any issues which they need to report to their DSL.
* If you need to attend a petrol station whilst you are out doing home visits, it would be recommended that you wear gloves whilst filling your car with petrol or diesel, and sanitise your hands once you are back in your car.

**When filming/making videos/live streaming:-**

* Wear your TAS ID badge, and make sure it is visible.
* You should film within your classroom environment, unless you are self-isolating.
* If you are filming out of school (e.g. during a period of self-isolation) - be aware of your environment, ensure that there are no family photos etc., in the background. Film against a neutral background where possible.
* Do not film family members or friends within your teaching video.
* Adopt a smart, casual dress code or wear your TAS school uniform.
* During a live stream, pupils and anyone in their household should be appropriately dressed - i.e. not in pyjamas.
* Notify parents/carers when a live stream session is due to take place, in advance of the session.
* Only TAS accounts should be used - e.g. TAS face-book, or via the TAS website.
* If you are using platforms such as Google classroom to deliver sessions to pupils who maybe self-isolating - ensure that all pupils are aware of any specific rules.

**Contacting pupils/parents/carers during a local or national lockdown and when a pupil is self-isolating.**

* Teachers should be contacting their pupils on a daily basis, updating contact logs on behaviour watch on a daily basis for each of their pupils. Pupils can also be contacted by using their TAS school e-mail address. Staff should only use their work mobiles and/or work e-mail addresses when contacting pupils or parents/carers.

**Zoom security update**

Zoom implemented two-factor authentication to make video conference safer than ever. Enabling this feature also helps to prevent 'zoom-

bombing'. If you have an account you should enable multi-factor authentication as soon as possible - even if you're not currently using it.

To enable multi-factor authentication, log in to your Zoom account on-line by going to Zoom's website and completing the following steps:
1) Click on your profile 'avatar' in the top-right corner of the page.
2) Click on your name/email address to open your profile settings.
3) Scroll down to the Two-Factor Authentication section.
4) If this section says 'turned off' click 'turn on'.\*\* If it already says 'turned on' there's nothing more you have to do. \*\*
5) You'll be prompted for your password again.
6) Click 'Set up' next to the type of second factor you would like to enable (Authentication App, SMS or both).
7) Follow the on-screen steps to complete.

Staff or pupils with COVID-19 symptoms (new cough and/or high temperature and/or a change/loss in sense of smell or taste) are asked to self-isolate and order a test.

A test can be requested from the NHS website or by ringing 119. Schools have also been given 10 test kits which they can use at their discretion.

Report suspected cases in your DfE daily return which is shared with LCC/Blackpool council automatically.

**Once you know the outcome of the test**

Advise parents/carers to contact HYPERLINK "https://111.nhs.uk/COVID-19" https://111.nhs.uk/COVID-19

or call 111 if at any point symptoms get worse.

The school should send home those people who have been in close contact with the person who has tested positive and

self-isolate for 14 days.

Ring DfE helpline for further advice on

0800 046 8687

Mon - Fri 8am - 6pm

Sat - Sun 10am - 4pm

**Positive test**

If a parent tests positive, their child/children need to isolate for 14 days. The setting doesn’t need to take any action.

**Negative test**

**Inconclusive test**

Relevant staff/pupils return to school.

The person needs to stay at home and request another test. No further action is required until a result is received.