

Shireland Collegiate Academy Trust Returning September 2020 Approach

Latest update – Feb 2021 – Changes to Appendix 1 as per new regulations

Purpose

To outline the Trust's strategy for returning to work from 1st September 2020.

Aim

To ensure we can continue to educate our students, and support the emotional wellbeing, of our students, families, and staff, whilst always taking into accounts the safety of all.

To achieve this, we will apply a commonsense approach to the government advice.

We will be

- clear about our approach
- clearly communication and consult with families, staff, and other key stakeholders to seek to ease their concerns
- use our best endeavors to mitigate risks to ensure safety

We will follow Government and Public Health England advice to ensure everyone's well-being and safety and we will continue to work closely with Sandwell LA to ensure a consistent and measured approach to the support of children and families.

What does opening entail?

- A. The government has been clear, that all educational providers should return to normal and as such they are asking schools, nurseries, and other early year providers, including childminders, to begin welcoming back all children.

In returning we will plan for 3 scenarios

1. Full opening
2. Partial opening
3. Lockdown for the area, or for the academy

Our Approach

For each of potential scenarios we will

Assess Risk – Consider outcomes – Decide on work plan to be followed – Communicate with families and staff and other stakeholders - Implement approach – Monitor

The work plan and risk assessment will help us consider the best and safest way to fully open/partially open and or lockdown

Based on this risk assessment we will issue to parents and staff the processes and change in arrangements that need to be made for full/partial opening and a local lockdown.

In any planning we will always do our best to mitigate the risk to a level which in accordance with all advice can be tolerated.

Senior Leadership will continually monitor the implication and impact and make changes, as necessary.

In the event of a local lockdown or partial opening our first concern will be the health and safety and wellbeing of our staff and students. To this extent we will clearly communication to staff, students, families, and other stakeholders

1. Scenario enacting
2. Impact of operating in this scenario
3. Timeline (estimated)
4. Expectations

In addition to this we will always seek the advice of Public Health and the Local Authority.

What is the definition of each of the 3 scenarios?

Lockdown

Site closed to all except key worker students and vulnerable students and staff required to maintain the service to these students. Majority of staff will work from home.

Partial Opening

Academy/Nursery open to specific year groups and staff required to maintain the service to these students. Some staff with work from home.

Full Opening

Academy/Nursery open to all year groups as normal and to staff required to be on site to maintain service to these students. Some staff may be allowed to work from home to facilitate social distancing.

Expectation for a lockdown or partial opening

At the point of a confirmed case of the virus or on a direct closure notice from central government, Public Health or LA we will close the relevant sites or part of the site at the end of the working day or immediately if advised to do so and ask all or relevant staff and students to go home.

Plan

The Principal/lead officer will apply the work plan and risk assessment for lockdown or partial opening for their specific site. Relevant staff, students and families will be communicated with. Throughout any closure, will we continue to provide online learning for students. All staff will be expected to work from home if they are not required on site.

Delivery

To continue delivery of our services we will act in accordance with “How”.

How?

By identifying ways of working that allow staff, and students to:

- Work at home remotely (There is an expectation from the DfE and Ofsted that all schools will have clear plans in place to provide physical work packs or online activities which allow them to continue with expected learning, particularly in the core subjects).
- If on site ensure continued compliance with the current government definition of social distancing whilst ensuring the **health and safety, safeguarding and wellbeing** at all times.
- Ensure no visitors are allowed on site unless there is a very clear requirement.

What documentation will be in place for each site?

Every Academy/Nursery will have

1. A return to work plan for full/ partial opening and a local lockdown.
2. A risk assessment considering each of the above scenario.
3. A social distancing policy.
4. PPE and hygiene policy.
5. A risk assessment for each staff member who has been identified as clinically extremely vulnerable, with risk assessments available clinically vulnerable staff.
6. A risk assessment for each child who has been identified as clinically vulnerable.
7. Working from home strategy for staff.

What will our work plans and Risk assessments consider?

The risk assessment will consider:

1. Government guidelines.
2. Hazards and set out how these will be mitigated.
3. The clinically extremely vulnerable, clinically vulnerable and others.
4. The wellbeing of staff.
5. The wellbeing of our children and their families.
6. Reconfiguration of the site to maintain social distance or some type of social distancing.
7. Processes for drop off and pickups, movement around our sites, signs, furniture etc.
8. The approach for visitors allowed on site.
9. Travel to site.
10. First aid, and personal care.
11. The risk of transmission – Cleaning.
12. The risk of transmission – Hygiene for staff and students.
13. The risk of cross contamination within the site – use of bubbles.
14. All insurance and health and safety requirements.

Definition of Social Distancing

The government have been clear that social distancing does not currently apply to younger (nursery and primary age) children. However, we need to be mindful that we should where possible apply sensible measures to protect staff and children. As such wherever possible we will do our best to apply **the two metre distancing rule**.

For our older (secondary age) children, pending the layout of rooms we will apply the one meter plus distancing rule.

For all access routes in and around our sites we will try to apply the 2 metres distancing rule and deploy a one-way entry and exit system where possible.

Visitors' given access to any site must always comply with the minimum requirement for distancing of 2 metres.

Working from home

Consideration will be given to allowing staff who are not required on site to work at home depending on the needs of the service and at the discretion of their line manager. To facilitate this the Trust will ensure that staff have access to a device and have all relevant software on said device.

In working from home all staff must

- be in regular contact with their line manager so that any issues can be resolved as quickly as possible.
- have access to the internet and have facilities at home to allow working from home.
- be available during standard working hours.

All working at home will be line with the Trust working at home guidelines.

In the event of a full or partial closure staff will be directed to work at home.

Communication

At all times we will do our best to ensure we have effective and speedy communication.

Staff

All communication will be via the announcements on the Trust portal for the Trust.

Announcements for each academy/nursery will be on individual academies Staff Portal.

The senior leadership team of each academy/Nursery will inform staff of the scenario currently being followed.

Families

All communication will be via text and on the academy website under news.

Well Being Support

We have a wellbeing package in place for staff and students.

We will continually work with staff students and families who have any concerns to provide as much support as we can.

Any issues should be raised with the relevant line manager and if necessary, Principal and HR director.

Other Information

This document is supported by

1. Appendix 1 overarching strategy for our academies and nursery.
2. Each site's own work plan, risk assessment and checklists.

Please note as and when Government advice is updated, we will change our workplans and risk assessments to reflect any changes.

Conclusion

This overarching strategy has been put in place to ensure the safety of all staff and students and ensure compliance with all necessary health and safety and employment law. We will continually review our strategy to ensure it is effective and necessary.

Appendix 1

Overarching strategy for our Academies and Nursery

We have summarised below the “**Musts**” for Nursery Primary and Secondary schools.

Curriculum Delivery

1. A full and broad curriculum must be in place and delivered.
2. During full opening attendance is compulsory.
3. Emphasis in first term must be on wellbeing of the student.
4. Policies for safeguarding, behaviour and first aid must be updated and kept under constant review to reflect new processes.
5. A bubble system must be in place for each class in Nursery/primary and year group for secondary.
6. Times of the day must be adapted to allow for segregation of bubbles.
7. **All secondary staff and students** must wear face covering while indoors where 2 metre distancing cannot be followed, including classrooms.
8. Staff must wear a face covering if moving outside of bubbles, meeting families/Visitors or tending to an unwell student.
9. Staff must wear a face covering in outdoor space where they are meeting or dismissing students.
10. All face coverings should be professional in appearance and staff should always consider that we are role models for the children in our care and face covering design should reflect this.
11. Students in secondary schools will be required to wear a face mask when moving around school and in communal areas.
12. Maximise the use of outdoor space for delivery as much as possible.

Site

13. All staff to comply with Trust social distancing policy when moving around the site of 2 metres where possible.
14. Movement around the site will be limited.
15. Any movement across site during the day must ensure bubbles are segregated.
16. Each academy/nursery should deploy a one-way system for entry and exit to the site where possible.
17. Each school must ensure all student staff and visitors are aware of the entry and exits onto site and ensure clear signage is in place.
18. Any use of communal facilities must be limited to bubble groups and cleaning of the area must take place before another bubble group is allowed usage.
19. All staff must comply with cleaning and hygiene policy.
20. All staff must complete the return to work training with regards to cleaning and hygiene.
21. Each school must only allow specified visitors on site: from visiting teachers, supply staff and specialist support staff, including local authority officers, social

workers, therapists, and school nurses. Visiting staff must adhere to school rules on social distancing wherever possible.

22. All visitors to the school site including families must wear a face covering.
23. Staff toilets must be one in and one out and signage in place.
24. Signage must be in place to promote hygiene.
25. Signage must be in place to ensure social distancing where applicable.
26. Each academy must update its Fire and emergency procedures.
27. In enclosed spaces good ventilation must be ensured, including opening of windows, doors etc. During breaks, windows should be opened fully to purge the air in the space.

Catering

28. Bubbles must have nominated areas within the dining room, and these must be cleaned if used by more than one bubble.
29. Communal areas will have a maximum occupancy.
30. Communal kitchen areas – To be limited to one person in and out. Each person should clean the area they have used with supplied wipes.

Health and Well Being

31. Risk assessments in place for identified staff and students who were identified as extremely clinically vulnerable.
32. Senior Leaders to ensure student and staff have a good hygiene routine built into their day.
33. Weekly reminder to all staff students and families of the importance of staying home and not coming into school if symptomatic or have been contacted from track and trace.
34. Encourage students and staff to use alternatives to public transport but where there are no alternatives, they must follow the latest guidance and wear a face mask when travelling.
35. PPE must be available for dealing with a student's personal care or if a student becomes ill with COVID symptoms.
36. If a member of staff is showing COVID symptoms they must report to their line manager and be sent home immediately and asked to seek a COVID 19 test. This must be reported to the Principal and HR Director for the Trust.
37. If a student is showing COVID symptoms they must be taken to the designated COVID area and the Principal informed immediately.
38. If a member of staff or student tests positive, you should immediately inform the Principal who will follow Public Health England guidance.

Primary Specific

39. Wrap around care to be offered but parents to be made aware the students will not be in a bubble.
40. Staff must comply with guidance and ensure social distancing of 2 metres plus between staff wherever possible.
41. Children of primary age will not be expected to socially distance.

42. Bubble size can be equivalent to a year /key stage group as long as they stay in the same bubble.
43. Must have clear processes in place for families to understand student drop off and pick up.

Secondary Specific

44. Must comply with social distancing rules of 2 meters where possible in layout of rooms.
45. Bubble sizes specific to year groups.
46. Staff should maintain an appropriate distance from students.