



CORONAVIRUS POLICY – UPDATED 1st November 2020

Incorporating additional Safeguarding Procedures (for Schools and Kindergarten)

INTRODUCTION

In response to the coronavirus (Covid-19) pandemic, Thomas's set up a remote schooling provision in order to protect the health of the community while still providing education for its pupils.

Over the summer the prevalence of coronavirus (COVID-19) decreased and the NHS Test and Trace system was set up. While the improved position is looking more uncertain at present the balance of risk is still overwhelmingly in favour of children remaining in school. For the vast majority of children, the benefits of being in school far outweigh the very low risk from coronavirus (COVID-19).

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. 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.

While coronavirus (COVID-19) is prevalent in the community, this means making ongoing judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures while providing a full educational experience for children and young people.

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".

During this evolving situation please monitor and follow government guidance given in the web links provided.

AIMS

- To maintain as near normal programme of schooling as possible, whilst providing pupils who are unable to attend with activities to work on at home
- To re-adopt a remote schooling programme should a whole class/year/bubble be required to remain at home
- To maintain clear communication between the school and families to support the education, welfare and safeguarding of all pupils and staff
- To acknowledge the needs of particular pupils who may be the children of key workers or be in a vulnerable situation
- To provide a safe environment within the school site, acknowledging and responding to the guidance of social distancing and hygiene requirements. **See Appendix 1.**

Prior to pupils returning to school in greater numbers Thomas's carried out the recommended risk assessments and put strategies in place in relation to:

- Timetabling and consideration of any adjustments needed to the curriculum
- Re-organising classrooms to support social distancing measures
- Movement around the building
- Utilising outdoor space whenever possible
- Staggered arrival and departure times
- Staggered break and lunch arrangements
- Reducing 'pinch points'
- Enhanced cleaning regimes

The full Thomas's Coronavirus Risk Assessment, updated 30th October can be found on our website or by clicking on this link: [coronavirus \(COVID-19\) Risk Assessment 30/10/20](#)

PROCEDURES

Attendance

All pupils are expected to attend school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development. As such the usual rules on school attendance will apply, including:

- the parents' duty to secure that their child attends regularly
- the schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils remaining at home

- Pupils who are self-isolating or in quarantine will be marked as "X" in the attendance codes. This will not count as an absence in the school census.
- Pupils who have a positive test result will be marked as "I" (for illness) in the attendance codes

The engagement of pupils unable to attend school will continue to be monitored through daily check-ins with form teachers. Any concerns over lack of participation or any other safeguarding concerns will be flagged with the pupil's Head of School or Designated Safeguarding Lead.

Awareness to minimise risk (Risk Assessment Point 1)

Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and anyone developing those symptoms during the school day should be sent home. All staff will be made aware of this process. The school will adopt the following measures:

- 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, including the possible use of [NHS COVID-19 App](#)
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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).

Government legislation with regards to quarantine is currently that anyone returning from countries not currently under the UK's air bridge scheme will be required to quarantine for 14 days, even if they have had a negative test. Should this directive change at any time the school will adopt any updated measures. Parents of pupils and members of staff should employ best endeavours to allow time to quarantine prior to their return to school in time for the specified start of term. Pupils who are in in quarantine will not be provided with Remote Schooling.

Response to a local restriction (Risk Assessment Point 2)

While the expectation is for all pupils to remain in school, [Government Planning for Local Restrictions in Schools](#) set out initial guidance in August for increased restrictions. Thomas's will continue to follow this guidance and any updates that may be made to it.

School Level 1 (situation at 30th October 2020)

Attendance to continue as normal with the additional requirement that face coverings should be worn by staff and students in schools and colleges, from Year 7 and above, outside classrooms when moving around communal areas where social distancing cannot easily be maintained.

School Level 2:

Reception to Year 6 pupils should attend as normal. Years 7 and 8 will be required to adopt a rota system of attendance. This will operate on a weekly basis with Year 7 being at home for the first week and then Year 8.

The reason for adopting a rota system for secondary year groups only is based on clear public health advice about the transmission risks posed by different age groups. There is evidence that primary schools and younger children play a limited role in transmission. Older children in secondary age groups are generally more likely to have a higher number of contacts outside school and pose a greater transmission risk than younger children, both within schools and to the wider community. Importantly, the risk to children themselves of becoming severely ill from

coronavirus (COVID-19) is very low. In a Level 2 scenario, limiting overall numbers on-site will help to reduce the number of contacts children and young people have during a typical school day and using a rota system is likely to enable the school to implement existing protective measures even more effectively. For example, while group sizes themselves may not be smaller, having fewer groups within a school is likely to reduce the chance of 'bubbles' mixing during the school day. Most importantly a rota system serves to break transmission chains, by allowing enough time at home for symptoms to present and pupils to self-isolate and avoid spreading the virus to others at the school. This is an important way to reduce the risk to pupils, families and the workforce, both in school and in the local area.

School Level 3

Reception – Year 6 pupils to attend as normal. Attendance on site for Year 7 and 8 will be restricted to just vulnerable children and the children of critical workers. In the event of Level 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised.

School Level 4

Attendance on site will be limited to just vulnerable children and young people and the children of critical workers at all settings and in all year groups. Should this Level need to be implemented, Thomas's will reactivate the single hub as established in March.

In the case of a whole class or year group being required to remain at home, that group will be provided with a similar remote schooling programme to what was offered during Lockdown.

Supporting those who are clinically vulnerable in line with PH Advice (see Risk Assessment Point 3)

Pupils who are clinically vulnerable

Thomas's expects that the majority of pupils will be able to return to school. However, a small number of pupils may 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).

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.](#)

Where a pupil is unable to attend school because they are complying with clinical or public health advice, Thomas's will provide an online education programme. However, unless a whole bubble is off school this will not be a full remote programme as the teacher's main priority will be with the pupils in school.

Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.

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. Therefore, it is advised that staff who are clinically extremely vulnerable can be in school. To support this Thomas's has implemented the system of controls outlined in this document, in line with our 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.

Staff who are clinically vulnerable

Clinically vulnerable staff can be 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.

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. Thomas's will conduct a risk assessment 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.

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](#). These staff can be in school and Thomas's will implement the system of controls outlined in this document to support their needs.

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

System of controls to minimise coronavirus (COVID-19) (Risk Assessment Point 4)

Thomas's plans to adopt the following physical arrangements. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

In order to prevent the spread of coronavirus (COVID-19) as far as possible Thomas's will:

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

Numbers 1 to 4 will be in place, all the time.

Number 5 will be properly considered measures will be put in place to suit circumstances.

Number 6 will apply in specific circumstances.

Response

In response to any case of coronavirus (COVID-19) Thomas's will:

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

Numbers 7 to 9 will be followed in every case where they are relevant.

Arrival at and Departure from School (Risk Assessment Point 5)

Thomas's will follow the following procedures at the start and end of the school day.

- Arrival and departure times will be staggered by year groups where felt to be beneficial
- For families with more than one child, all children should arrive at the allocated time of the eldest sibling to avoid congregation outside the school
- Parents should not gather at the school gates or come into school without an appointment
- Parents should follow one way routes when on the school site and leave promptly after collecting their children
- For pupils and staff who wear face coverings on their journeys to school, there will be a process for removing them safely once on site (for Year 7 & 8, once they are in classrooms).
 - Pupils should not touch the front of their face covering during use or when removing them.
 - They must wash or sanitise their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash/sanitise their hands again using santiser in their classroom.
 - Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

Supply Teachers and Visitors (Risk Assessment Point 6)

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.

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.

- Thomas's will address and accommodate the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups.
- Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival.
- Visits will take place out of school hours wherever possible
- A record will be kept of all visitors

Contact within school (Risk Assessment Point 7)

Within school Thomas's will aim to reduce contact as much as possible by adopting the following procedures:

- 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

Hand Hygiene (Risk Assessment Point 8)

- All pupils and adults should clean hands thoroughly more often than usual
- Teachers will ensure that pupils 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:
- The school will set up increased hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- Teachers will ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs will to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- The School will build these routines into school culture and help ensure younger children and those with complex needs understand the need to follow them
- All adults will be responsible for ensuring pupil hand hygiene, (including catering staff/bus drivers etc)

Respiratory Hygiene (Risk Assessment Point 9)

- All adults will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- The school will ensure that enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, staff will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates.
- The World Health Organisation (WHO) [Guidance](#) published on 18th September states that:
 - Children aged 5 years and under should not be required to wear masks
 - For children between six and 11 years of age a risk-based approach should be applied considering a range of criteria

- Anyone aged 12 years or older should follow national mask guidelines
- As such Thomas's pupils and adults are not required to wear masks in classrooms. However, anyone who wishes to wear a mask in school may do so
- In line with National Tier 2 restrictions announced on Friday 16th October, pupils in Years 7 & 8 (at Battersea and Clapham) and adults in school are required to wear masks in communal areas indoors.
- All visitors, contractors and parents are required to wear masks in communal areas indoors where social distancing is difficult to maintain.
- All catering staff and teachers must wear face masks while serving food in dining areas

Cleaning (Risk Assessment Point 10)

Thomas's has introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. These include:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- regular cleaning of loos and encouraging pupils to clean their hands thoroughly after using the loo. NB: Different groups don't need to be allocated their own loo blocks.
- additional full-time cleaners to be on site throughout the day

Public Health England has published revised [guidance for cleaning non-healthcare settings](#) to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.

Social distancing within school (Risk Assessment Point 11)

The school aims to 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

For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

These measures should help to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. It also 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.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and loos, and the provision of specialist teaching.

As such, for the Michaelmas term, maintaining consistent groups remains important, but in order to continue teaching the full range of curriculum subjects, Thomas's may change the emphasis on bubbles and increase the size of these groups, in order to offer the full breadth of curriculum.

The school will continue to take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. It is recognised 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. It is anticipated that children will remain in their class groups for the majority of the classroom time, but also mix into wider groups for specialist teaching, extra-curricular activities and transport. Siblings may also be in different groups.

Large gatherings such as Whole School assemblies or Church will be avoided. However, year or phase group gatherings may be permitted in order to offer as near a normal school experience as possible

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 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. However, this is not likely to be possible with younger children and our teachers can still work across groups if that is needed to enable a full educational offer.

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, the school will aim to avoid creating busy corridors, entrances and exits. Staggered break times and lunch times will also be considered (and time for cleaning surfaces in the dining hall between groups).

Staff rooms and shared staff places will be adapted to help staff to distance from each other. Use of staff rooms should be minimised and alternative rooms will be provided to enable staff to have a break during the day without congregating in a large group.

Social Distancing within the classroom (Risk Assessment Point 12)

Thomas's will adopt the following measures within the classroom to support social distancing:

- Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact
- Staff of pupils in Years 7 & 8 to 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, although this is not always possible, especially with younger children.

- Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.
- For pupils who have complex needs or who need close contact care, educational and care support should be provided as normal.
- For children old enough, they should 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 may not be feasible in some areas of the school where space does not allow. However, the school acknowledges that doing this where they can, and even doing this some of the time, will help.
- When staff or children cannot maintain distancing, particularly with in younger years, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.
- Where possible Thomas's has made small adaptations to the classroom to support distancing where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.
- Teachers will keep record of seating plans for classes of pupils in Year 3 and above, to help with contact tracing should a pupil test positive for Coronavirus COVID-19. The seating plans may change but these changes should be noted and dated.

Physical activity (Risk Assessment Point 13)

Thomas's recognises the benefit of physical activity for pupils and aims to incorporate this into the school day as normal, whilst following the measures in their system of controls.

- Pupils will be kept in consistent groups,
- Sports equipment will be thoroughly cleaned between each use by different individual groups
- Contact sports will be adapted in line with the guidance below from Sport England
- Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
- External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Further information can be found in the [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroot sport

- Thomas's will ensure that external coaches, clubs and organisations for curricular and extra-curricular activities are aware of this policy and are able to follow the safe procedures outlined
- Fixtures against other schools will be on hold until further review.
- Fixtures within a single school will continue to take place and a phased re-introduction of inter-Thomas's competitions will begin from November but parents are requested not to attend
- Curriculum Swimming lessons remain on hold pending further review. Timetabled swimming times will be replaced with PE activities

Music Dance and Drama (Risk Assessment Point 14)

- Careful consideration will be given to music, dance and drama lessons, particularly when pupils are playing instruments or working in small groups. Possible adaptations may include
 - physical distancing and playing outside wherever possible,
 - limiting ensemble group sizes to no more than 15,
 - positioning pupils back-to-back or side-to-side,
 - avoiding sharing of instruments or microphones
 - ensuring good ventilation.
 - using microphones where possible or encourage singing quietly
 - limiting handling of scores, parts and scripts
 - limiting group activity in terms of numbers
 - avoiding physical correction by teachers and contact in dance and drama
 - keeping background music to levels which do not necessitate performers having to raise their voices unduly
- At present, singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies
- Class music lessons can take place with all pupils facing the same way, in ranked rows
- Individual and small group music lessons will adopt additional measures. Where appropriate screens will be provided or members of staff may be offered visors. The rooms will be ventilated between sessions and teachers will aim to stay 1 metre apart from pupils. Some Visiting Music Teachers who are clinically vulnerable will continue to teach remotely.

Other activities (Risk Assessment Point 15)

Thomas's has considered a number of other activities that normally form part of the broad curriculum and, subject to any changes in Government guidance, aims to adopt the following measures:

- Day trips are dependent on location and safety but should take place wherever possible
- Residential trips not to take place for the time being
- Most clubs can take place, as they are consistent groups, with refinement to limit interaction
- Some clubs are on hold pending further review (judo/swimming)
- Lectures – can be held by year group/bubble
- Community involvement activities generally on hold pending review
- Parent meetings and meetings between staff members to be held on Zoom, or in person depending on circumstance
- Drama Productions to be in class groups. Parents of that class will be able to attend if social distancing is possible. All performances will be filmed and made available to parents of that class group.
- PTA meetings and Council meeting to be held outside or on Zoom
- Other PTA events are currently on hold or will be held virtually in line with government guidelines for large gatherings
- Reception assessment procedure has been amended for 2021 intake

Equipment and Resources (Risk Assessment Point 16)

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 will 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 will be more frequently cleaned.
- Pupils are recommended to limit the amount of equipment they bring into school each day, to essentials such as coats, books, stationery, school iPads and mobile phones (for year groups for whom this applicable – see [Personal Devices and Photography Policy](#)). 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
- Catering staff to serve food to pupils to reduce tong contact
- Water fountains are not to be used and pupils should bring in reusable water bottles
- Take away containers or plates will be provided for staff to eat out of the dining room area

Uniform (Risk Assessment Point 17)

Pupils are expected to wear their usual uniform for the Michaelmas term, starting with the transitional uniform and moving to full winter uniform when the weather becomes colder.

- 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.
- On days when pupils have PE or sports activities they should come to school in PE kit and remain in it for the day to lessen the need for changing
- Pupils should bring their coats/jumpers to school daily as the weather becomes colder and the need continues for classrooms to be well-ventilated

PPE Equipment (Risk Assessment Point 18)

The majority of staff 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

Further guidance can be found in [safe working in education, childcare and children's social care](#) including preventing and controlling infection, how PPE should be used, what type of PPE to use, and how to source it.

Transport (Risk Assessment Point 19)

School Transport

When travelling on the school buses the following guidelines have been adopted:

- where possible travelling on buses in the same bubbles that are adopted within school. For morning bus runs seating is allocated within family and/or year groups. For afternoon bus runs pupils are seated in year groups/family groups. In addition, those who alight first will board the bus last and sit in the front to minimise pupils passing each other.
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- windows and ceiling vents to be opened where possible to maximise ventilation
- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet
- the bus drivers should wear face masks when assisting pupils on and off the bus but are not required to wear them whilst driving. However they may do so if they wish.
- pupils must not board home to school bus runs if they, or a member of their household, have symptoms of coronavirus (COVID-19)

Wider public transport

Parents, staff and pupils are encouraged to walk or cycle to school if at all possible

Families using public transport should refer to the [safer travel guidance for passengers](#).

PROCEDURES TO MANAGE SUSPECTED OR CONFIRMED CASES OF CORONAVIRUS (COVID-19)

Initial response to a suspected case of coronavirus (COVID-19) on site (Risk Assessment Point 20)

If anyone in the school becomes unwell with a new, continuous cough or a HIGH temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the following protocol will be adopted:

- The individual (pupil or member of staff) must be sent home as soon as possible and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test \(www.coronatestcentre.com\)](#) to see if they have coronavirus (COVID-19).
- While a pupil is awaiting collection, they should be moved, if possible, to an isolated room, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they should remain in an area which is at least 2 metres away from other people.
- Staff caring for a pupil while they are awaiting collection should maintain a distance of 2 metres. If this cannot be maintained, (for example with a young child or a child with complex needs) they should wear suitable PPE:
 - If a 2 metre distance cannot be maintained a face mask should be worn
 - If contact is necessary, gloves, an apron and a face mask should be worn
 - If there is a risk of fluids entering the eye (eg from coughing, spitting or vomiting) eye protection should also be worn

- More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.
- If the pupil needs to go to the loo while waiting to be collected, they should use a separate loo if possible. The loo must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- As is usual practice, in an emergency, if someone is seriously ill or injured or their life is at risk. 999 should be called immediately.
- Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Follow up to treating a suspected case of coronavirus (COVID-19) amongst the school community (Risk Assessment Point 21)

- Everyone who has had contact with the symptomatic pupil/adult must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser
- 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 arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.
- The pupil or member of staff with symptoms should arrange to have a test as soon as possible and inform the school of the result immediately. The Head will follow up if a test result is not received.
 - All members of the symptomatic person's household should self-isolate until the result of the test is received.
 - If the test result is negative the person feels well and no longer has symptoms they can return to school
 - If the test result is negative but the person still feels unwell or has symptoms, they should not return to school until they are better

Managing a confirmed case of coronavirus (COVID-19) amongst the school community (Risk Assessment Point 22)

- In the case of a member of the school community testing positive for coronavirus (COVID-19) they should inform the school immediately.
- The school will contact the DfE helpline on 0800 046 8687 and follow the advice of the local health protection team (HPT).
 - Members of the household of the infected person should self-isolate for at least 14 days
 - Pupils and staff who have been in close contact (class or year group bubble) with the infected person should be sent home and self-isolate for 14 days. To facilitate this the school will keep a record of pupils and staff in each group as far as is possible and proportionate.

- Other household members of those contacts who are sent home do not need to self-isolate themselves unless the contact in their household who is self-isolating subsequently develops symptoms
- If someone who is self-isolating has a test and gets a negative test result they must still remain in isolation for the 14 day period in case they develop symptoms subsequently
- If someone has no symptoms but gets a positive test result they must self-isolate for 10 days. If they subsequently develop symptoms they should restart their self-isolation from the day the symptoms started
- In this case other household members should self-isolate for 14 days from the day the person develops symptoms or received the positive test result
- There is no need for households to start their isolation again if a second member falls ill.
- Isolation rules <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>:
- Testing is available for all staff, pupils who are eligible to return to school, and their households.
- Pupils and members of staff should only be tested if they have one of the three main coronavirus (COVID-19) symptoms, or unless instructed by their local authority or GP. There is no need to have a test if they are generally unwell with, for example a sore throat
- The school will complete a record of any confirmed coronavirus (COVID-19) cases.
- Parents will be informed if there is a confirmed case of coronavirus (COVID-19) in the school. However, the name of the person will not be shared unless essential to protect others

Managing a suspected case of coronavirus (COVID-19) by association (Risk Assessment Point 23)

If a member of the Thomas's community (pupil or member of staff) is advised that they have been in contact with someone (family or household member/friend/other individual) who has become unwell with a new, continuous cough or a HIGH temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) the following procedure should be followed:

- The school should be informed and the Thomas's member should go home immediately to self-isolate for 14 days from the day the contact displayed symptoms. They should not wait for any test results.
- If the Thomas's member then develops coronavirus (COVID-19) symptoms, they should arrange to get a test.
- If the contact's test result is negative the pupil/member of staff may return to school as long as they are well

Managing a confirmed case of coronavirus (COVID-19) by association (Risk Assessment Point 24)

If a member of the school community (pupil or staff member) is advised they have been in contact with someone who has tested positive for coronavirus (COVID-19) they must do the following:

- Inform the school and go home immediately to self-isolate for 14 days
- Arrange to have a coronavirus (COVID-19) test
 - If the test result is positive the individual must self-isolate for 10 days

- If the test result is negative the individual should continue to self-isolate for the 14 day period in case symptoms develop subsequently

Managing a confirmed case of coronavirus (COVID-19) by SECONDARY association (Risk Assessment Point 25)

If a member of the school community (pupil or staff member) is advised that a member of their household has been in contact with someone who has tested positive for coronavirus (COVID-19) the following procedure should be followed:

- The household member should self-isolate for 14 days
- The member of the school community does not need to self-isolate unless their household member goes on to develop symptoms, in which case the paragraph above applies
- Arrange to have a coronavirus (COVID-19) test
 - If the test result is positive the individual must self-isolate for 10 days
 - If the test result is negative the individual may return to school

A summary of procedures can be found in **Appendix 1** of this Policy.

Behaviour Expectations

As the pupils settled back into school life, the aim has been to provide as near normal education as possible whilst acknowledging the changes and new rules to be followed. Members of staff will work with pupils to ensure that new behaviour expectations are clearly understood and consistently followed.

Additional Pastoral and Safeguarding Awareness

The School recognises that many pupils will have been affected by aspects of the pandemic and the lockdown and may require additional support. Some pupils may have experienced bereavements of close family members, others may have suffered abuse or neglect which they have not been able to disclose. Many pupils will have experienced anxiety or distress due to the overall situation, things they have seen on social media or been told, been impacted on by difficulties their families have experienced in relation to financial matters or other family issues.

Researchers have identified five key losses (routine, structure, friendship, opportunity and freedom) that may have occurred as a result of this pandemic and these have the potential to hugely impact the mental health of children, potentially triggering the emergence of increased anxiety. Some pupils may find it difficult to settle back into the academic structure of school and some may experience difficulties with peer relationships after a lengthy period of isolation from others their own age.

All staff will be alert to signs of stress in pupils and enable pupils to talk about how they are feeling. **See Appendix 4.** Any safeguarding concerns will be passed to the DSL (or deputy DSLs) promptly and any necessary referrals made to the relevant agencies or services. Additional support will be provided for pupils in school where appropriate and available.

All parents / carers will be asked to inform the school if their child has experienced any key family changes (eg bereavements, changes in contact with key adults, significant events, health difficulties etc) so that school staff can ensure they can be effectively supported.

Any emerging concerns will be discussed with parents in the usual way, unless the information known, leads the DSL to believe this could place a pupil at risk of immediate and further harm, in which case a referral will be made to MASH without delay.

REFERENCES

This policy has been informed by and complies with:

This policy has been informed by and complies with:

DfE Guidance 'Education and childcare during Coronavirus' (22nd September 2020)

DfE Guidance 'Guidance for full opening: schools' (17th September 2020)

DfE statutory guidance 'Keeping children safe in education' (September 2020)

DfE 'Letter from PHE and NHS Test and Trace to school and college leaders (3rd September 2020)

DfE Guidance 'How schools can plan for tier 2 local restrictions (28th August 2020)

DfE guidance 'Coronavirus, Education and Childcare' (August 2020)

DfE guidance 'Coronavirus: safeguarding in schools, colleges and other providers' (May 2020)

Wandsworth 'Covid-19 Child Protection and Safeguarding Guidance' (March 2020)

Safer Recruitment Consortium 'Guidance for safe working practice for those working with children and young people in education settings' (May 2019)

See also: [Attendance Policy](#), [Behaviour Policy](#), [Bereavement Policy](#), [Code of Conduct](#), [Coronavirus Risk Assessment](#), [Confidentiality Policy](#), [ICT Acceptable Use Policy](#), [Online Safety Policy](#), [Safeguarding and Child Protection Policy](#), [Whistleblowing Policy](#)

This policy will be reviewed annually and/or when required		
Reviewed: 1 st November 2020	By:	Joanna Copland, Vice Principal, Ben and Tobyn Thomas, Principals, Heads
Next review: 2 nd December 2020	By:	Joanna Copland, Vice Principal, Ben and Tobyn Thomas, Principals, Heads

Appendices

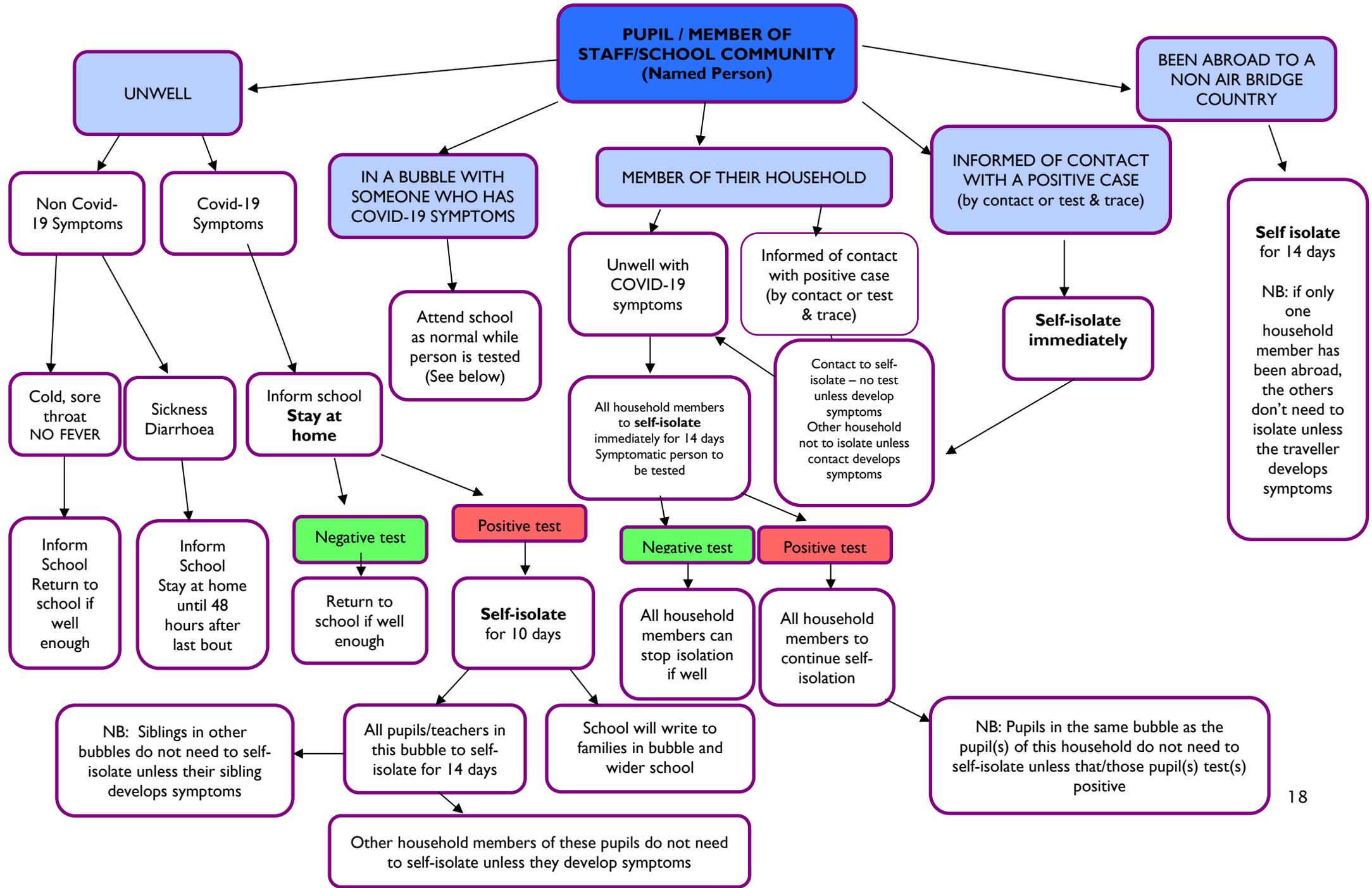
Appendix 1: coronavirus (COVID-19) Flowchart for managing cases

Appendix 2: Staying Safe Guidance

Appendix 3: Remote Schooling Guidance and expectations

Appendix 4: Specific Bereavement Advice in response to the coronavirus (COVID-19) Pandemic

CORONAVIRUS POLICY APPENDIX 1 – FLOW CHART:



Staying Safe at School

A large, colorful 3D letter 'S' with a blue shadow, positioned to the left of the first rule.

Sanitise: Remember to sanitise or wash your hands every time you arrive at or leave school, go in and out of your classroom, before snack and lunch and when you go to the loo

A large, colorful 3D letter 'A' with a blue shadow, positioned to the left of the second rule.

Always stay with your class or year group Pod: these are the friends you will spend your time with

A large, colorful 3D letter 'F' with a blue shadow, positioned to the left of the third rule.

Follow instructions and signs to make sure that you are staying within your Pod and in your designated area

A large, colorful 3D letter 'E' with a blue shadow, positioned to the left of the fourth rule.

Equipment: You are responsible for looking after your own equipment. Remember we can't share our things

A large, colorful 3D letter 'T' with a blue shadow, positioned to the left of the fifth rule.

Touch: Avoid touching things where possible - and try not to touch other people! Keep your distance!

A large, colorful 3D letter 'Y' with a blue shadow, positioned to the left of the sixth rule.

Your health and wellbeing are the most important things, so help us to look after you and everybody else

CORONAVIRUS POLICY APPENDIX 3:



EXPECTATIONS AND PROTOCOLS FOR REMOTE SCHOOLING AND ONLINE “ZOOM” MEETINGS AND TEACHING

Remote Schooling and Online Learning will be implemented if a whole class/year/bubble is required to isolate. Zoom sessions will not be provided for single cases of self-isolation as the teachers will be occupied teaching the pupils still in school. However, work will still be put on Seesaw/Google classroom platforms for pupils at home to access if they are well-enough.

If parents do not consent to their child accessing Face to Face (Zoom) learning sessions, they should let their child's form teacher and the Digital Lead of their school know in writing. Digital Leads for each school are:

Battersea:	Aarti Malani	amalani@thomas-s.co.uk
Clapham:	Anne Davidson	adavidson@thomas-s.co.uk
Fulham:	Catherine Mangan	cmangan@thomas-s.co.uk
Kensington:	Stuart Hammersley	shammersley@thomas-s.co.uk

By agreeing to the Zoom sessions it is understood that the following protocols will be adopted.

Protocols for pupils (with parental support if necessary)

- It is very important that your workspace is in a neutral space. You must not be in a bedroom and the area should be quiet and without distractions.
- If you have headphones with a microphone these could be helpful
- Ensure you are dressed appropriately for the session.
- Your teacher will send you a link to a Zoom session through your Seesaw or Google Classroom platform.
- This link must be kept private and not shared. Do not put any meeting links on social media or outside the invited group
- Make sure you are ready for the session and click on the link at the appropriate time (with help if needed)
- Wait in the “waiting room” until your teacher invites you to join the session
- You must not record or photograph any aspect of the session
- All your interactions between your teachers and peers must respect the [School's Code of Conduct](#)

Protocols for parents

- Please note that Zoom ID names will be that of the pupil, not the parent, for easy identification by teachers
- Parents should be nearby and able to support their child as needed during the Zoom session

- Parents should refrain from including themselves in the Zoom session and must not share or comment on public forums about the sessions, teachers or departments.
- Devices should be linked to a WiFi network to avoid incurring unexpected mobile data costs
- If your child is unwell and unable to access the Zoom sessions, please inform the school office as normal, to enable us to keep a record of attendance.

Protocols for teachers

- Zoom meetings should only be held during the school day (8.30 – 15.30 for Lower School, 8.30 – 16.00 for Prep School)
- Only use the school device that you have been given. Personal devices should not be used
- Set up your working environment that is neutral, quiet, safe and free from distractions
- Ensure you have a consistent and appropriate background. It should be one of the following:
 - the standardised background sent to all staff
 - a background that is relevant to your lesson
 - a background that is neutral and non-specific (if your computer doesn't support uploading the standardised image)
- Post the meeting link securely in Seesaw or Google Classrooms. Do not display it publicly or send by email.
- Be mindful of pupils' access to devices when scheduling meetings
- Ensure you are always in professional dress or kit that is appropriate to the task (eg PE kit for games session)
- Use a new meeting room each time (ie don't use the personal meeting ID)
- Do not add parents and pupils to your contacts list
- Do not start instant new meetings with your personal ID
- Ensure you are on time for the meeting to let pupils out of the "waiting room"
- Ensure that there is always more than just one pupil in any Zoom session (except for Individual Music lessons, Learning Specialist lessons and the occasional drop in sessions or when letting the first pupil out of the waiting room).
- Ensure that the attendees are set to "mute" on joining the session
- Consider the age of the pupils, both in terms of age requirements of the service you are using together with their ability to participate
- Be aware that larger groups may be more challenging during an interactive session so more passive or broadcast approaches may be more suitable
- Establish ground rules in the first session that focus on the protocols and parameters of Zoom learning, using the guidance poster below, and after that, start every session with a brief reminder of the expectations, rules and regulations that keep pupils and teachers safe online and show courtesy to others, eg
 - Put your hand up if you wish to ask a question, just as in class
 - Do not record any part of the lesson
 - How to ask permission to leave a session if needed
- Tell pupils what Plan B is (ie if you do have to abort the meeting, where will the meeting move to and how can pupils rejoin)
- Turn screen sharing off
- Do not share a screen shot of everyone,
- Do not record any lessons
- Turn off your microphone unless it is needed
- Remember that the [Thomas's IT Acceptable Use Policy](#) continues to apply

- Ensure you are the last person to leave the meeting or end the meeting so that pupils cannot continue unsupervised.
- Follow up any non-attendance in sessions promptly
- Report any safeguarding concerns to your DSL immediately

Other guidance

- Work set will aim to be a balance of new content and repetition of key skills
- The work will attempt to replicate the classroom situation as much as possible so will be a balance of written and practical activities
- Pupils should be able to tackle the tasks as independently as possible. However this will be age dependent as younger pupils will clearly require some support to access the lessons
- All printable activities needed for lessons should be available on the TLP the night before the lesson takes place to allow parents to print what is needed in advance.
- Teachers will respond and give feedback to pupils' work, generally within 72 hours of the post being submitted.

zoom expectations

Be on time 	Be Respectful 	Use Mute when not speaking 	Raise your hand to speak 	Find a quiet, appropriate work space 
Use your name when logging into Zoom 	Use the chat feature when given permission by your teacher 	Use reactions to show your understanding 	Demonstrate Thomas's Values  Be Kind	Would your parents be proud of the choices you are making? 

CORONAVIRUS POLICY APPENDIX 4:



SPECIFIC BEREAVEMENT ADVICE IN RESPONSE TO THE CORONAVIRUS PANDEMIC 2020

Frightening events widely reported in the media, such as the coronavirus pandemic, can cause children to worry about themselves and others. It is normal for children to feel unsettled when something scary is happening or has happened, and many will be upset, sad or fearful at times.

Talk

Children and young people often find it helpful if they can talk about what is happening, helping them to make sense of events and feel less afraid. Even young children are likely to hear reports in the media or overhear adults talking about deaths due to coronavirus, or the risk of death from becoming ill with the virus. It's important to talk about their fears or anxieties honestly and openly in age-appropriate language. It may also help to restrict the amount of media coverage and social media they are exposed to, and balance this with other activities and positive things to focus on. Children's understanding of death varies with their stage of development. See [Bereavement Policy – Appendix 1](#)

Be honest

Give children honest, factual information in language appropriate to their age and level of understanding, and be guided by their questions. Children tend to pick up when questions are avoided and may then imagine all kinds of things, causing further anxiety. It's not necessary to go into detail but it will be helpful to explain things that affect them directly, such as why they are being asked to wash their hands regularly and how the virus is spread, why their school has been closed, why they couldn't visit a grandparent or why a parent is working from home.

Acknowledge concerns

Children may be concerned about someone they know becoming ill or even dying. Explain that some people will have no symptoms and will be fine, most people will experience only a mild form of the virus and will get better, but some people are more vulnerable and so we need to make sure they are protected. Be honest though and don't shy away from explaining that some people may die, as children need to trust that you are being honest and open with them, so that they can ask you other questions with confidence.