



Coronavirus (COVID-19) POLICY, 5th JANUARY 2021

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

This policy should be read in conjunction with: Thomas's Attendance Policy, Behaviour Policy, Bereavement Policy, Code of Conduct, COVID-19 Risk Assessment, Confidentiality Policy, ICT Acceptable Use Policy, Online Safety Policy, Safeguarding and Child Protection Policy, Whistleblowing Policy

CONTENTS	Page
1. Introduction	1
2. Aims	2
3. Procedures during school closure	2
4. Procedures for operations when school is open during the pandemic	4
5. Procedures following a suspected or confirmed case of COVID-19	14
6. Legislation and Guidance	17
7. Policy Review Record	17
8. Appendices	17

1. INTRODUCTION

Since the start of the academic year, there have been ongoing efforts from leaders, teachers and staff across education and childcare to ensure that settings remain as safe and COVID-19 secure as possible.

As the virus continues to be prevalent within the community Thomas's will follow the guidance as set out by the Government with regards to the education of children.

The guidance is updated regularly in response to ever-changing circumstances so parents are advised to monitor and follow the government guidance given in the web links provided. [Government Guidance for full re-opening of schools.](#)

[Government Guidance for Schools return in January 2021](#)

It is still the view that attending school is vital for children's education and for their well-being. However, for as long as COVID-19 remains in the community, judgments will need to be made at a school level about how to balance minimising risks from COVID-19, by maximising control measures, with providing a full educational experience for children and young people. In the light of Tier 5 restrictions introduced on 4th January 2021, Thomas's

is re-introducing a Remote Schooling programme to maintain this balance as best possible.

2. AIMS

- To re-adopt a remote schooling programme during the period of school closure that continues to offer a range of subjects and breadth of curriculum
- To acknowledge the needs of particular pupils who may be the children of key workers or be in a vulnerable situation
- To maintain clear communication between the school and families to support the education, welfare and safeguarding of all pupils and staff
- To provide a safe environment within the school site, acknowledging and responding to the guidance of social distancing and hygiene requirements. **See Appendix 1.**

With regards to a return to full capacity in February risk assessments have been carried out and strategies put 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.

There are active arrangements in place to monitor that the controls are:

- effective;
- working as planned;
- updated appropriately considering any issues identified and changes in public health advice.

The full Thomas's COVID-19 Risk Assessment, updated 5th January 2021 can be found on our website or by clicking on this link: [COVID-19 Risk Assessment Tier 5 5th January 2021](#)

3. PROCEDURES DURING TIER 5 RESTRICTIONS WHEN PUPILS ARE UNABLE TO ATTEND SCHOOL

In the light of Government guidance issued on 30th December 2020 and 4th January 2021, additional procedures have been put in place for the start of the Lent term. These relate to the time that the school is required to be closed for the majority of pupils.

- All pupils except for the children of key workers or vulnerable children should remain at home and follow a remote schooling programme.
- Timetables and guidance will be shared to allow for informed engagement with lessons and regular online teaching sessions and check ins will take place. Details of these can be found on the Parents' Resource area of the Thomas's Learning Platform (TLP).
- Supplementary guidance and support may be given to Reception parents and pupils who are new to the school this year so may not have experienced the remote schooling programme before.

- Pupils who are children of key workers are able to attend school hubs. This will be a local provision at their normal school site and the children will be supported to follow the remote learning programme offered to their peers. Parents who are designated key workers should inform their school if they wish their child/children to attend this hub. Other pupils may also be able to attend school on a discretionary basis if they are felt to be vulnerable or there are concerns about their ability to access the curriculum remotely.
- School transport will not be provided to these hubs due to the risk of transmission of the virus.
- Those pupils prioritised for on-site provision should be kept in consistent bubbles. Outside of school, they should continue to adhere to local tier restrictions.
<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- All pupils who are following the remote learning programme should be recorded on the school attendance register as code X. Pupils for whom on-site provision is being provided should be recorded in line with normal school attendance.
- 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.
- Pupils who are due to sit examinations this term will be advised on how this will be carried out depending on the requirements of their prospective senior school. Where necessary they may be advised to attend their school on site to sit the examination. Interview practice and other support will continue online as before.
- Members of staff who pregnant from 28 weeks gestation are classified as extremely clinically vulnerable under Tier 5 restrictions. As such it is advised that they should work from home where possible. Where this is not possible they should not go in to work.
- Members of staff who are living with an extremely clinically vulnerable person in their household are able to attend work if so required during lockdown restrictions
- Any adult and pupil in Year 7 or above who are in school should wear a face covering in all communal areas and it is also suggested that pupils in Year 6 also adopt this practice.
- Best endeavour will be made to re-schedule any school events due to take place during this period of enforced school closure.

3.2 Testing

- Pupils in Year 7 and 8, vulnerable pupils, children of key workers and members of staff, including peripatetic staff in the schools that cater for these year groups will be offered two lateral flow tests prior to their return to school and at regular intervals afterwards. This is highly recommended to protect the school community and also to manage the spread of the virus locally and nationally. Parents will need to give consent for their child to have these tests
- Pupils will be advised when they are requested to attend school for these tests. It is suggested that, where possible, busy times and routes are avoided, especially if there is a need to travel by public transport.
- Anyone who receives a positive result from a lateral flow test must follow up with a PCR test.
- Anyone who receives a negative result from a lateral flow test but displays symptoms of COVID-19 should self-isolate and take a PCR test

4. PROCEDURES FOR PUPILS AND STAFF ATTENDING SCHOOL IF THEY ARE ATTENDING THE ON-SITE HUB DURING TIER 5 RESTRICTIONS

4.1 Attendance

Attendance at the on-site hub for pupils who are eligible may do so on a flexible basis. Parents should inform the school in advance of the days they require their children to attend. Pupils who are attending the on-site hub will be marked in accordance with normal attendance registers and any absences followed up.

4.2 Awareness to minimise risk (Risk Assessment Point 1)

Pupils, staff and other adults must not come into the school if they have 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

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 10 days, even if they have had a negative test. Pupils who have been abroad and are eligible to attend the on-site hub should follow the remote schooling programme at home until their quarantine period is completed.

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

Pupils who are clinically vulnerable

During period of Tier 5 lockdown restriction it is expected that all clinically vulnerable pupils will stay at home to shield and follow the remote learning programme offered to all pupils.

Staff who are clinically extremely vulnerable

Staff who are extremely clinically vulnerable are advised to shield in line with government guidance. As such they should work from home and not attend the on-site hub.

Staff who are clinically vulnerable

Clinically vulnerable staff can be in school if they are required to attend the on-site hub. 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 if so required.

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. During Tier 5 these members of staff should be classified as 'clinically extremely vulnerable' and should not attend the on-site hub.

Staff who may otherwise be at increased risk from COVID-19

Some people with particular characteristics may be at comparatively increased risk from COVID-19, as set out in the [COVID-19: review of disparities in risks and outcomes report](#). These staff can be in school if required to attend the on-site hub 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 COVID-19 can attend the workplace if so required.

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

Thomas's plans to adopt the following physical arrangements at the on-site hub. 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 COVID-19 as far as possible Thomas's will:

1. minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school;
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 detergent;
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 COVID-19 Thomas's will:

7. engage with the NHS Test and Trace process;
8. manage confirmed cases of 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.

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

Thomas's will follow the following procedures at the on-site hubs 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.

4.6 Supply Teachers and Visitors (Risk Assessment Point 6)

Supply teachers, peripatetic teachers and/or other temporary staff, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual where this is possible, using online methods such as Zoom. They should not attend the on-site hub.

- 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.
- No member of staff should attend more than one on-site hub
- Visitors should not attend the site. A record will be kept of any visitors who arrive

4.7 Contact within school (Risk Assessment Point 7)

Within the on-site hub 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

4.8 Hand Hygiene at the on-site hub (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)

4.9 Respiratory Hygiene at the on-site hub (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 restrictions announced on Friday 16th October 2020, pupils in Years 7 & 8 (at Battersea and Clapham) and all adults in school are required to wear masks in communal areas indoors. This is also recommended for Year 6 where they are coming into contact with older pupils.
- 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.
- Classrooms will be well-ventilated at all times and air purifiers set up.

4.10 Cleaning at the on-site hub (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.

4.11 Social distancing at the on-site hub (Risk Assessment Point 11)

The school aims to do everything possible to minimise contacts and mixing during the Tier 5 restrictions.

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. 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.

During the Tier 5 restrictions when pupils on site are following the remote learning programme there will be emphasis on remaining in small bubbles and reducing movement around the school as much as possible.

Teachers in school to support the learning should remain with one bubble only.

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.

When timetabling, bubbles 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.

A rota system will be set up to monitor members of staff who may need to come on site to collect resources, to ensure numbers are limited at any one time.

4.12 Social Distancing within the bubble at the on-site hub (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 bubbles.
- 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 COVID-19. The seating plans may change but these changes should be noted and dated.

4.13 Physical activity at the on-site hub (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 bubbles
- 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.
- All activities outside hub bubbles will be put on hold.

4.14 Music Dance and Drama at the on-site hub (Risk Assessment Point 14)

- Careful consideration will be given to ensure that pupils remain socially distance while following remote lessons in music, drama or dance
- All individual music lessons will be taught remotely.

4.15 Other activities during Tier 5 Lockdown (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:

- All day trips, residential trips, clubs, lectures, drama productions and community involvement activities will be put on hold
- Parent meetings and meetings between staff members to be held on Zoom
- PTA meetings and other events to be held on Zoom

4.16 Equipment and Resources at the on-site hub (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.
- Sharing of resources across should be avoided or, if unavoidable, they should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Outdoor playground equipment 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

4.17 Uniform at the on-site hub (Risk Assessment Point 17)

Pupils are expected to wear the usual full winter uniform for the Lent term.

- 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

4.18 PPE Equipment at the on-site hub (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 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.

4.19 Transport (Risk Assessment Point 19)

School Transport

During Tier 5 restrictions, the school buses will not be operational.

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](#).

4.20 Behaviour Expectations at the on-site hub

During the Tier 5 restrictions and the unusual nature of operating the on-site hub staff will aim to provide as near a 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.

4.21 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 5.** 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.

5. PROCEDURES TO MANAGE SUSPECTED/CONFIRMED CASES OF COVID-19

5.1 Initial response to a suspected case of COVID-19 at the on-site hub (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 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 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 COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

5.2 Follow up to treating a suspected case of COVID-19 amongst the school community at the on-site hub (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 they are eligible to attend the on-site hub
 - 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

5.3 Managing a confirmed case of COVID-19 amongst the school community at the on-site hub (Risk Assessment Point 22)

- In the case of a member of the school community testing positive for 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 10 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 10 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 10 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 10 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 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 COVID-19 cases.
- Parents will be informed if there is a confirmed case of COVID-19 in the school. However, the name of the person will not be shared unless essential to protect others.
- If a pupil following the remote schooling programme tests positive for COVID-19 their parents should inform the school and follow the isolation rules:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

5.4 Managing a suspected case of COVID-19 by association (Risk Assessment point 23)

If a member of the Thomas's community (pupil or member of staff) attending the on-site hub 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 10 days from the day the contact displayed symptoms. They should not wait for any test results.
- If the Thomas's member then develops 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
- If a pupil is following the remote schooling programme when a contact has symptoms of COVID-19 their parents should inform the school and follow the isolation rules:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
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5.5 Managing a confirmed case of COVID-19 by association (Risk Assessment Point 24)

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

- Inform the school and go home immediately to self-isolate for 10 days
- Arrange to have a 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 10 day period in case symptoms develop subsequently
- If a pupil is following the remote schooling programme when a contact tests positive for COVID-19 their parents should inform the school and follow the isolation rules:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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

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

- The household member should self-isolate for 10 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 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 if they are eligible to attend the hub

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

6. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

DfE Guidance 'Schools and childcare settings; return in January 2021' (30th Dec 2020)

DfE Guidance 'Guidance for full opening: schools' (30th December 2020)

DfE Guidance 'COVID-19 asymptomatic testing in schools and colleges' (15th December 2020)

DfE Guidance 'COVID-19; test kits for schools and FE providers' (14th December 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 'COVID-19, Education and Childcare' (August 2020)

DfE guidance 'COVID-19: 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)

7. POLICY REVIEW RECORD

This policy will be reviewed every two years unless there is a change in legislation		
Created: March 2020	By:	Joanna Copland, Vice Principal
Latest Review: January 2021	By:	Joanna Copland, Vice Principal
Approved: January 2021	By:	Tobyn Thomas, Ben Thomas, Principals Simon O'Malley, Headmaster, Battersea Phil Ward, Headmaster, Clapham Annette Dobson, Headmistress, Fulham Jo Ebner, Headmistress, Kensington Ben Thomas, Head, Battersea Square
Next Review: March 2021	By:	Joanna Copland, Vice Principal Heads and Principals

8. APPENDICES

Appendix 1: COVID-19 Flowchart for managing cases

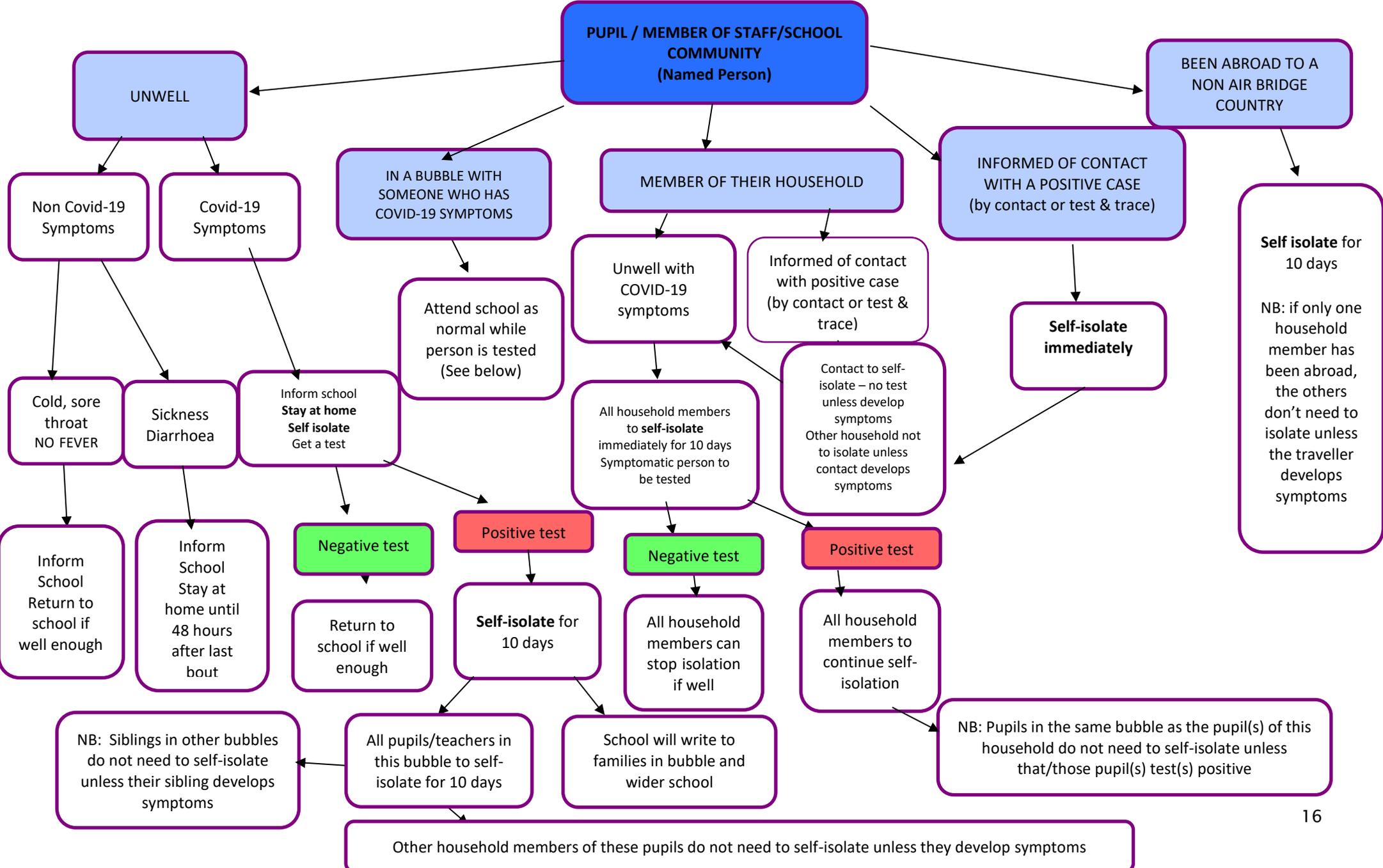
Appendix 2: Six Steps

Appendix 3: Staying Safe Guidance

Appendix 4: Remote Schooling Guidance and expectations

Appendix 5: Specific Bereavement Advice in response to the COVID-19 Pandemic

COVID-19 POLICY APPENDIX 1 - FLOW CHART:



How to protect ourselves & others Six important steps for all:



01 Do the basics

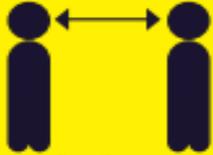
- Hands
- Face
- Space



02 Daily screening for symptoms

Protect the community. Do not come to school if there are any signs of:

- A new continuous cough
- A high temperature
- A loss of, or change in, normal sense of taste or smell (anosmia)



03 Don't be a close contact!

- Within 1m - being coughed on, face-to-face conversation, skin-to-skin contact
- Within 2m for more than 15 mins
- Travel in a small vehicle, or near a positive case in a large vehicle or plane



04 Hygiene

- Continuous cleaning of surfaces
- Regular hand-washing
- Cover nose and mouth if coughing or sneezing ('Catch it, bin it, kill it')



05 Ventilation

- Open windows and doors for natural ventilation
- Maximise fresh air
- "Up to 100% of outdoor air where possible"



06 Face coverings

- In all communal areas
- For pupils in Y7 & 8 and all adults
- In all schools



COVID-19 POLICY APPENDIX 3:

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

COVID-19 POLICY APPENDIX 4:



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/school 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? 

COVID-19 POLICY APPENDIX 5:



SPECIFIC BEREAVEMENT ADVICE IN RESPONSE TO THE COVID-19 PANDEMIC 2020

Frightening events widely reported in the media, such as the COVID-19 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 COVID-19, 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.