



# **COVID-19 POLICY**

**(September 2020 – July 2021 – V6.2)**

## **Introduction**

In light of experience and best practice, the effectiveness of this policy will be monitored during the period Sept 2020 – July 2021. This mechanism recognises that changes in legislation may prompt a review of the policy.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff, partners and volunteers to share this commitment.

This policy applies to all activities undertaken by the Academies in pursuing its purpose as an educational institution whilst serving its students, community and wider stakeholder interests.

All policies are subject to Equality Impact Assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion or sexual orientation.

If you require this document in an alternative format and/or language, please contact our Executive Support Officer, Mrs Christine Connolly.

We are always keen to hear suggestions regarding Academy policies.

To make suggestions or to see further information please contact:

### **Executive Support Officer**

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## **Footnote**

In an effort to keep costs to a minimum, a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on the Website/VLE.

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## **Introduction**

This policy has been produced to articulate the Academy Trust Board's policy position in response to the full re-opening of the Academies following the COVID-19 outbreak.

This policy should be read in conjunction with the Trust's Health and Safety Policy. The Academy Trust Board aims to provide a safe, secure environment for all students, staff, governors and all visitors. The Academy Trust Board, as an employer, takes responsibility for the health & safety of all our students, members of staff, governors and others who visit our premises and even more during periods when coronavirus (Covid-19) is prevalent within the community.

### **1. Statement of Intent**

The Academy Trust Board recognise their responsibility as employers under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and all support staff, the students and other people who come onto the premises. The Academy Trust Board will continue take all reasonably practicable steps within their power to fulfil this responsibility.

In addition to the Health and Safety responsibilities The Academy Trust Board recognises the requirement to comply with Guidance for Employers and Businesses on coronavirus (Covid-19), which has been published by the Department for Business, Energy & Industrial Strategy. The Academy Trust Board also is adhering to the "Guidance for full opening: school", which was issued by the Department for Education on 2<sup>nd</sup> July 2020 and "Schools coronavirus (COVID-1) operational guidance" which was issued by the Department for Education on 22<sup>nd</sup> February 2021 and any further updates.

During the closedown periods, the Academy Trust Board had made every possible effort to allow staff to work from home, with students accessing on-line learning. When the Academies fully re-open the majority of staff are expected to return to work, on-site, full time. The Academy Trust Board will ensure compliance with on-going revision to guidance issued by the Government. The Academy Trust will put in place reasonable measures which ensures that all our students, members of staff, governors and visitors' access Covid19 secure premises.

The Academy Trust Board will comply with the guidance "Coronavirus (COVID-19) Working", issued by the Health and Safety Executive.

## **2. Risk Assessments**

The Academy Trust Board as an employer, recognises that it must protect people from harm. This includes taking reasonable steps to protect, students, employees, governors and visitors from the coronavirus (Covid19). There is an expectation that risk assessments will be completed for staff, governors/visitors, and students together with an overarching risk assessment. In addition individual risk assessment will be undertaken as the need requires. For example, mass testing and changing room risk assessments have both recently been completed. The risk assessments will:

- Identify what work activity or situations might cause transmission of the virus
- Think about who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this is not possible control the risk.

There is also an expectation that a COVID-19 over-arching risk register will be maintained. The Academy Trust Board via the Audit and Risk Committee will receive the Trust's COVID-19 Risk Register on a termly basis, to provide assurance or otherwise to the Academy Trust Board that risks in

relation to coronavirus (COVID-19) are being appropriately mitigated and managed.

### **3. Systems of controls.**

The Academy Trust Board expects the Academies to ensure the following controls are in place:-

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact between individuals and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In response to any infection the Academy Trust Board expects the Academies to

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

### **4. Engagement with staff and Trade Unions**

The risk assessments/register documents will be live working documents, but all risk assessments will continue to be communicated to staff, recognised Trade Unions and other stakeholders in the most appropriate and timely manner (usually the VLE). By engaging staff and recognised Trade Unions in the steps which are being implemented to manage the risk of coronavirus we aim to: -

- Explain the changes which are planned to enable safe working

- Make sure the changes will work and obtain staff ideas
- Allow the safe operation of the Academies

## **5. Staffing**

Most school-based roles are not ideally suited to home working and the Academies may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and the leadership team will identify where this appropriate, and consider what is feasible and appropriate.

All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. The Academy leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, the Academy's HR team will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place

## **6. Clinically extremely vulnerable /Clinically Vulnerable Employees**

Whilst there is an expectation that the majority of staff will work from the academy sites, which are Covid19 secure. Clinically extremely vulnerable (CEV) staff currently advised not to attend the workplace. The Academy Trust will follow changes in advice and will support staff in their move from remote to on-site working. If the guidance is that CEV staff should work from home the Academy Trust will ensure that staff within this category are supported to work from home. A full individual risk assessment will be kept

up to date for all clinically extremely vulnerable staff. Those living with someone who is CEV can still attend work and should ensure they maintain good prevention practice in the workplace and home settings.

As the shielding guidance is reviewed regularly, CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance.

Clinically vulnerable (CV) staff can attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are clinically vulnerable can also attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

Pregnant women are considered to be clinically vulnerable. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for CEV staff will apply.

The Academy Trust expects that a workplace risk assessment should be completed which considers any risks to female employees of childbearing age and in particular to new and expectant mothers. When notification is received that an employee is pregnant, breastfeeding or has given birth the Academy Trust will check the workplace risk assessment to identify if any new risks have arisen and complete an individual risk assessment in line with the maternity policy. The Academies will take appropriate sensible action to reduce, remove or control the risks. As part of the risk assessment the Academy Trust will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.

## **7. Staff Deployment / Employees able to work from home**

As detailed above there is an expectation that the majority of staff will work from the Academy sites. Some of the support staff/corporate staff have



been identified as are able to work from home in relation to staff whom are identified as able to work from home the Academy Trust will: -

- Engage with staff, agreeing expectations and on-site rotas
- Provide the equipment they need for example, computer and videoconferencing facilities
- Keep in regular contact with them, to discuss their wellbeing
- Complete a display screen assessment

## **8. Self-isolation/Childcare Arrangements**

Within the Covid-19 environment an increased number of adults and children are being required to self-isolate. As soon as a period of self-isolation commences for staff discussions must take place with the employee's line manager to agree working practices and arrangements and approved by a member of the Senior Leadership Team. Should an employee be required to self-isolate (but are fit and well themselves) there is an expectation that they will continue to work from home. Employees will receive full pay whilst they are working from home. Should an employee not be fit and well whilst self-isolating they should follow the sickness policy. Should an employee make themselves unavailable for remote working or be unable undertake a full timetable, whilst self-isolation they will receive Statutory Sick Pay. On return to work from a period of self-isolation an individual work base risk assessment will be undertaken.

At times dependants may be expected to self-isolate which will result in caring responsibilities. In line with the Trust's leave of absence policy all employees have a statutory right to take a reasonable period of **UNPAID** time off work to deal with an emergency involving a dependant. This would cover instances where a child was ill and the employee is fit and well but is needed to provide care for the child. All time off is subject to the discretion of the Deputy Principal/Principal.

## **9. Covid19-secure workplace**

This policy aims to articulate the Trust position in relation to moving to full re-opening for all students in a Covid19-secure. The Trust has developed re-opening plans, risk assessments and detailed operational plans in relation to staff, governors and visitors entering, moving around and leaving the site. The over-arching aims are as follows: -

- Students will be kept in Year Group bubbles with student interaction between each bubble restricted.
- The buildings will be zoned with each year group bubble allocated a specific zone. The majority of lessons will take place within the specified zone.
- Movement around the building to be kept to a minimum wherever possible. Where increased movement does occur, a steady flow will be encouraged;
- The maximum building capacity is identified as the number of individuals within the Fire Risk Assessment to ensure safe evacuation of the building. An assessment has been undertaken and this figure is proposed not to be reduced as students are not social distancing, classroom occupancy has not reduced, and visitors are to be tightly controlled;
- Staff arriving at the building will be controlled and only enter via the main entrance, queue 2m apart and sign in using the inventory system. The inventory system will be used to assist with track and trace procedures. All staff (included contracted staff) will be expected to wash their hands/sanitise on entry;
- Face coverings must be worn by staff and students within communal areas, corridors and classrooms. Staff should also continue to wear a face covering in offices unless social distancing precautions are being maintained.
- Classrooms have a clearly marked teacher zone. (2m from children), which teaching and other staff are expected to adhere to. Wherever possible desks will face the same direction. Students will be allocated a

desk and will not move wherever possible. If students are required to move the seating plans must be updated;

- In relation to governors/trustees visiting the building, meetings should wherever possible take place remotely. Should an on-site meeting be unavoidable it should be arranged in advance and wherever possible that the meeting takes place at the end of the academy day. Governors/trustees will be expected to sign in at reception, using the inventory system to assist with track and trace procedures and wash their hands/sanitise on entry. At all times governors/trustees are expected to wear their lanyard. It is encouraged that any on-site meetings take place in the conference room, where there is a limit of 8 people to adhere to social distancing guidelines.
- Visitors will be actively encouraged to avoid entering the building with meetings wherever possible taking place remotely. Should an on-site visit be unavoidable it is encouraged that the visit takes place at the end of the academy day. Visitors entering the building will be kept to a minimum and controlled via the reception at the main entrance, sign in using the inventory system to assist with track and trace procedures and wash their hands/sanitise on entry.
- Risk assessments have been completed for closed area offices. The number of allowable people accessing the office at any one time is clearly stated and must be adhered to.
- Open offices have a one-way system with clear demarcation;
- PPE including, full face visor, face covering and gloves are available for staff to wear on request;
- On leaving the site all staff, governors and visitors must wash their hands/sanitise.
- On site hand washing and sanitizing of hands should be carried out regularly.

Full details are included within the Staff, Governors and Visitors COVID-19 Risk assessment.

NHS test and trace is a key part of the country's on-going response to Covid-19. In response to this an app has been developed to complement other measures. The use of the app does not replace the requirement of individuals to social distance or to report positive cases. Neither does the app change the processes of escalation if there are any positive cases linked to the Academy Trust's academies.

The app is available for anyone aged over 16 and therefore this would mean that some students in year 11 and majority of students in years 12 and 13 would benefit from its features. The app will not work when the phone is switched off. Where mobile phones are required to be left in lockers, it is recommended that contract tracing whilst on the premises is paused, to avoid the app misidentifying close contacts. The current mobile phone policy states that mobile phones are not allowed to be seen or heard anywhere in the Academy Building. Therefore as only some students in Year 11 will be eligible to use the App, together with the turning on and off, of the App it is proposed that the existing mobile phone policy remains unaltered. The Academy Trust Board will ensure that staff and students in Key Stage 5, are briefed in relation the use of their own app, including pausing it if there are periods of time when they are not near their phone. Staff and Key Stage 5 students will be recommended that they download and use the app. The App has a check in feature which enables a venue to register for an official NHS QR code and allows users to check in to participating venues on their app by scanning that code. Academies are not expected to create NHS QR codes, unless the premises are let out during evenings, weekends or holidays to external providers. Therefore a NHS QR code will be created for North Durham Academy but not for Consett Academy.

## **10. Staffing**

The Academy Trust Board recognises that it has a legal duty to protect

workers from harm. The position relating to clinically extremely vulnerable is stated at below. In relation to staff overall the following aims will be followed: -

- staff who are unwell with symptoms of coronavirus (COVID-19) will be advised not to travel to or attend the workplace;
- any member of staff who develops symptoms of coronavirus (COVID-19) will be sent home and should follow the latest government guidance.
- staff may be feeling anxious about working on-site and also about impacts on livelihood. The Trust will ensure that staff are fully briefed and appropriately supported. Where staff are feeling anxious about their working environment personalised risk assessments will be carried out;
- all employees are requested to wash their hands/sanitise for 20 seconds and more frequently and catch coughs and sneezes in tissues/sleeve;
- in conjunction with the cleaning contractor more regular and frequent cleaning will take place including disinfect objects and surfaces that are touched regularly, using standard cleaning products;
- staff whom are required to quarantine following holidays and where the quarantine rules changed whilst they were on holiday will be paid in full with an expectation that they will work remotely during the period of isolation.
- Supply staff will continue to be used to cover for staff absence. Supply staff as part of their induction will be briefed on, the Trust's policy position in relation to Covid-19, the measures which have been implemented and our expectations of them.

## **11. Students**

As with staff and visitors the over-arching aim is for students to attend the Academies and access their learning in a safe manner. Risk assessments have been completed for the individual Academies in relation to students returning to the Academies and those who fall within higher risk groups have been identified, with additional support where appropriate.

The following aims will be followed: -

- The maximum building capacity is identified as the number of individuals within the Fire Risk Assessment to ensure safe evacuation of the building. An assessment has been undertaken and this figure is not proposed to be reduced as students are not social distancing, classroom occupancy has not reduced, and visitors are to be tightly controlled.
- Students will be kept in Year Group bubbles with student interaction between each bubble restricted.
- The buildings will be zoned with each year group bubble allocated a specific zone. The majority of lessons will take place within the specified zone.
- Movement around the building to be kept to a minimum wherever possible. Where increased movement does occur, a steady flow will be encouraged.
- On entry to the building's students will join their year group bubble, with separate entrances for each year group bubble, wherever possible. At Consett Academy there will be two year groups using the same entrance but at different times.
- On entry all students must wash their hands or sanitise. Students should catch coughs and sneezes in tissues/sleeve.
- Classrooms have a clearly marked teacher zone. (2m from children) which teacher and other staff are expected to adhere to. Where it is not possible to adhere to the 2m zone for example in technology rooms, students and staff will be expected to wear a visor. Wherever possible desks will face the same direction. Students will be allocated a desk and will not move wherever possible.
- Students will be encouraged not to share equipment. There will be times when the sharing of equipment may be necessary. Where sharing is unavoidable, equipment will be cleaned.

- Regular cleaning of computer rooms will take place, with cleaning resources available in each room;
- A one-way system is to continue on the ground floor avoid individuals crossing;
- Corridors will operate a walk on the left-hand side to assist with social distancing;
- Where it is safe to do so corridor doors will be held open;
- Students will be retained within year group bubbles during lunch service and there will be no interaction between year group bubbles.
- Hand washing and sanitizing of hands should be carried out regularly;
- The Trust continues to liaise with the Local Authority to ensure appropriate transport where required is provided in a manner which complies with the latest guidance, whilst recognising that this statutory duty rests with the Local Authority. The guidance in summary states that wherever possible the following will occur:-
  - social distancing should be maximised within vehicles
  - children either sit with their 'bubble' on school transport, or with the same constant group of children each day
  - children should clean their hands before boarding transport and again on disembarking
  - additional cleaning of vehicles is put in place
  - organised queuing and boarding is put in place
  - through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents
  - Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).
  - In accordance with advice from PHE, children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school.
  - For students using the wider public transport system, particularly public buses, the Academy Trust will work with the Local Authority in relation to managing capacity and demand.
- In relation to attendance the Academy Trust expects students to attend school, as far as possible. The usual school attendance policies continue to apply including:

- parents' duty to secure their child's attendance regularly at school (where the child is a registered pupil at school and they are of compulsory school age)
  - schools' responsibilities to record attendance and follow up absence
  - the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
- The Academy Trust will support the small number of pupils who will still be unable to attend in line with public health advice to self-isolate because:
    - they have had symptoms or a positive test result themselves
    - they live with someone that has symptoms or has tested positive and are a household contact
    - they are a close contact of someone who has coronavirus (COVID-19)
  - Students who remain in the clinically extremely vulnerable group, should follow the most up to date Government guidance. The Academy Trust will support Students regarding their move between on-site to remote learning and vice versa.
  - In relation to educational visits, the Academy Trust will follow the latest government guidance, which currently advises against educational visits.
  - In relation to Music, dance and drama, the Academy Trust considers it is important to help students build confidence and help children live happier more enriched lives and discover the joy of expressing themselves. It also recognises that there may be an additional risk of infection when singing, or playing wind or brass instruments, or dance/drama in groups. Although singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport guidelines. Full risk assessments adhering to the above guidelines will be introduced and approved by the Executive Principal/Principal prior to activities being re-introduced.
  - In relation to performances the Academy Trust will follow the latest guidance. If local restrictions allow performances to commence, a full risk assessment will be completed, which adheres to the Department for Culture, Media and Sports guidelines and approved by the Executive Principal/Principal prior to activities being re-introduced.
  - In relation to face coverings, the Academy Trust will follow government guidance. Currently face coverings will be worn by adults and pupils when moving round the premises, outside of classrooms and in classrooms. Students are not expected to wear face coverings when



they are outdoors. In relation to office spaces staff are advised to wear face coverings in offices, unless social distancing precautions are being maintained.

- It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, the Academies will take steps to have a small contingency supply available to meet such needs. Sanctions may be given for inappropriate use of face coverings.

## **12. Covid-19 Control**

This part of the policy aims to articulate the policy relating to the control of coronavirus (Covid-19). An infectious disease, such as Covid-19 is caused by organisms that enter the body and triggers the development of an infection. These organisms can be bacteria, protozoans, fungi or viruses. These diseases are considered contagious or communicable, meaning that they can be passed from person to person.

During an outbreak the Academies will seek to operate as normally as possible but will plan for higher level of absence from both staff and students. The decision on whether the Academy should remain open or close will be based on advice from the Public Health England, Local Health Protection team. Any decision to close during a pandemic will be made by the Academy Trust Board considering recommendations from the Principal.

Infections are usually spread from person to person by close contact, for

example:

- infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance;
- through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands;
- by touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.

Viruses can survive longer on different surfaces depending on the virus. Staff and students will be given the following advice about how to reduce the risk of passing on infections to others:

- wash/sanitise your hands regularly, particularly after coughing, sneezing or blowing your nose;
- minimise contact between your hands and mouth/nose, unless you have just washed your hands;
- Staff and students are directed to wash their hands or use hand sanitiser before and after eating and following coughing and sneezing and where additional need identifies.
- cover your nose and mouth, with tissues/sleeves when coughing or sneezing;
- do not attend the academies if you think you may have an infectious illness;
- if you students feel ill during the day they should report this to their teacher, who will follow agreed procedures. Parents/carers will be contacted if First Aiders feel you are not well enough to be in academy;
- staff/students are requested to wear clean clothing each day that they attend the Academy;

- these messages are promoted through communications home and posters around the Academies;
- behaviour standards are expected to reduce the risk of infection being passed from person to person
- hand washing/sanitising is the single most important part of infection control.

In order to minimise sources of contamination the Academy Trust will endeavour to: -

- work with the catering contractor to ensure relevant staff have Food Hygiene Certificate or other training in food handling;
- ensure that all catering contractor staff wash/sanitise hands before and after handling food;
- ensure that all cleaning contractor staff wash/sanitise hands before and after entering the building and at regular times throughout the day
- work with the cleaning contractor to ensure an enhanced level of cleaning;

To control the spread of any infection we will ensure: -

- good hand washing procedures (toilet, handling animals, soil, food);
- students are encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically;
- work with the cleaning contractor to ensure an enhanced level of cleaning including different cloths and towels are kept for different areas,
- staff will wear protective clothing when dealing with accidents. (e.g. gloves and apron);
- a protocol is in place that is followed regarding contact with blood and body fluids: -

- Full PPE is worn;

- Soiled articles are sealed in a plastic bag and disposed of in bags coloured for infections waste and communicated via the site team with the Trust's waste collection service;
- The cleaning team will ensure a full sanitisation of the area.

To raise awareness of hygiene procedures we will ensure: -

- to inform all students of the existing policy and procedures;
- share this document with unions and trustees/governors.

To prevent cross-contamination we will ensure: -

- ensure that staff and students have separate toilet facilities;
- an enhanced cleaning regime will be in place across the Academies.

If a student is unwell with Covid19 symptoms or other perceived infection diseases whilst in the Academy, they should contact their Teacher immediately who will follow agreed procedures and arrange for the student to be escorted to an isolation room. An isolation room has been identified at both Academies with an external door. A face mask will be placed on the student showing symptoms. Full PPE will be provided to those staff that need to come in contact with the student. The student should wait in the room until they are collected by their parents or carers. They will be closely monitored and should not wait in communal areas. If COVID-19 is confirmed or other infectious diseases the Trust will contact Public Health England.

The Trust has further implemented measures which will remain in place to Reduce the risk of transmission, including year group bubbles, regular handwashing/sanitising and regular cleaning. Registers will be kept of all classes and recorded on SIMS. Groups of children who fall outside of the

bubble due to behaviour or other reasons will be recorded. The Inventory system will be used to record details of all staff, governors and visitors to assist with track and trace procedures.

Should there be a positive test in one of the Trust's academies, contact will be made with the Local Authority / Public Health England's local health protection team, who will advise on the appropriate course of action. This could include small groups of students and staff being asked to self-isolate for up to 10 days.

Where there are two or more confirmed cases in a two-week period the health protection teams may ask a larger number of students and staff to self-isolate at home as a precautionary measure. Teaching staff, support staff and the data team have a responsibility to ensure that attendance records are accurate to assist with track and trace practices.

Should an outbreak in one of the Trust's academies occur, leading to as a minimum small group of students or staff being asked to self-isolate, the Trust will follow Public Health's guidance.

All Academy Trust Board Trustees, and members of the Local Governing Body, and all staff will be communicated in a timely manner as follows: -

Situation	Communication
Student/Staff/Visitor displaying symptoms -	Regular communication takes place with parent/carer, staff member of visitor. Principal and Senior Leadership Team kept informed of the developing position.
Student/Staff/Visitor, whom has attended the Academy confirms a positive test for Coronavirus (Covid-19)	Engagement with track and trace procedures.

Public Health advises self-isolation for groups of students/staff, or partial/full closure	Position communicated to all members of the Academy Trust Board as any decision to close will be made by the Academy Trust Board, as soon as possible but no more than 24 hours. All members of the Local Governing Body, Staff and unions as soon as possible but no more than within 24 hours. Position communicated with parents/carers and pupils within 36 hours. Engagement with track and trace procedures.
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Where a class, group or small number of students need to self-isolate, or there is a local, regional or national lockdown requiring students to remain at home, remote education will be offered.

Any decision to initiate local restrictions to any education settings will be made by a ministerial decision on a case-by-case basis in the light of local and national circumstances. In such circumstances a contingency framework will be applied. The contingency framework is designed to act as a containment measure. The contingency framework describes how any restrictions should be implemented. It is designed to be flexible and responsive to local circumstances. Where the contingency framework is implemented, the Academy Trust will only allow vulnerable children, children of critical workers, pupils in years 11 and 13 and other pupils due to take external exams this academic year, to attend. The Academy Trust expects that high-quality remote education will be provided for all other pupils.

### **13. Remote education expectations**

Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, the Academy Trust expects the Academies to have the capacity to offer immediate remote education. The Academies are expected to consider how to continue to improve the quality

of their existing curriculum, for example through technology, and have a strong contingency plan in place for remote education provision. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home. In developing these contingency plans, we expect the Academies to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations.
- give access to high quality remote education resources.
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use.
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access.
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum.

When teaching students remotely the teacher whom was timetabled will continue to provide a remotely delivered lesson via teams at the same time, teaching the same content, only remotely. Prior to students leaving site and commencing remote learning an audit of students access to suitable ICT provision will be undertaken. Subject to availability of ICT resources will be loaned to students to allow remote learning to take place. Whilst on-line learning via teams will be the main platform for remote learning, should the trust be unable to loan ICT equipment, printed resources/textbooks and workbooks be issued. In relation to students with SEND the Trust will work with families and provide bespoke packages of support to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we expect the Academies to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.
- Teachers will check and provide appropriate feedback on student's remote work in line with the Academy's marking policy.
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- Should the timetabled teacher be unable to undertake this role, the Head of Department will be responsible for arranging cover for the remotely delivered lesson.
- The Academy's pastoral team will offer daily student support to secure access to learning.

At the end of a period of self-isolation, risk assessments will be completed for the returning groups of students and mitigating actions taken to ensure the safe, and securing re-introduction of students. During the period of isolation of groups, regular communication will be provided to all Academy Trust Board



Trustees, members of the Local Governing Body, and all staff. Re-integration plans will also be shared with stakeholders.

The Academy Trust expects the Academies to consider expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. We expect the Academies to avoid an over-reliance on long-term projects or internet research activities.

#### **14. Future Actions**

It is recognised that the Academies are working in unprecedented times and the picture regarding a possible local lockdown, small group/ year group isolation is still developing. Therefore, an update of this policy may be required as the position develops during 2020/21.

#### **15. History of Policy Reviews**

<b>Implementation Date</b>	<b>May 2020 (Approved by ATB on 9<sup>th</sup> June 2020)</b>
<b>1<sup>st</sup> Review Date</b>	<b>27<sup>th</sup> August 2020</b>
<b>2<sup>nd</sup> Review Date</b>	<b>16<sup>th</sup> September 2020</b>
<b>3<sup>rd</sup> Review Date</b>	<b>15<sup>th</sup> October 2020</b>
<b>4<sup>th</sup> Review Date</b>	<b>10<sup>th</sup> December 2020</b>
<b>5<sup>th</sup> Review Date</b>	<b>25<sup>th</sup> March 2021</b>

#### **Associated Documentation**

- <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- <https://www.gov.uk/government/organisations/public-health-england>
- DfE Guidance for Employers and Businesses on coronavirus (Covid-19)

- Health and Safety at Work etc Act 1974
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>
- <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>