



MOUNT  
KELLY

## **Resumption of Normal Working Practices Policy**

Adopted	30 May 20
Next review	Regularly, and in line with advice from HMG and other agencies
Owner	Principal Deputy Head

<b>AMENDMENT SCHEDULE</b>			
<b>DATE OF REVIEW</b>	<b>AUTHOR</b>	<b>PAGE/PARA</b>	<b>SYNOPSIS OF AMENDMENT</b>
4 Jun 20	PDH	Throughout	Various minor amends in the light of review meeting on Wed 3 Jun.
16 Jun 20	PDH	Inclusion of Annex B	Protocol relating to the management of visits to the School

<b>DATE</b>	<b>STATE OF OPENING</b>	
From Mon 1 Jun 20	3 – Open T	School open for pupils in Nursery, Reception, Year 1 and Year 6 whose parents choose to send them in

- |                 |   |
|-----------------|---|
| 1. Fully Open   | Business as usual: no travel or trip restrictions.                      |
| 2. Open         | Business as usual: with caveats – no visitors or trips.                 |
| 3. Open T       | In transition: some teaching in school and some remotely.               |
| 4. Open B       | In transition: with boarders and Open K (below).                        |
| 5. Open K       | Key staff and vulnerable children in school. All other teaching remote. |
| 6. Open R       | Teaching is all achieved remotely.                                      |
| 7. Fully Closed | No one on-site except residents, security and maintenance staff.        |

## Introduction

The current situation regarding the COVID-19 pandemic is extremely dynamic, changing daily, if not hourly, and this requires a flexible and reactive mindset from all members of the School community.

Consistent with this philosophy, this policy will be reviewed and revised as the situation develops, and as the School works its way towards a full resumption of normal working practices, including additional year groups, and all aspects of the School's delivery.

Government advice states that "every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings."

The opening of the School for pupils in Nursery, Reception, Year 1 and Year 6 is considered the first stage of the resumption of normal working practices, and in anticipation of this, a thorough risk assessment has been conducted, to enable this to take place with full mitigation of risk.

The aim of this policy is therefore to explain clearly the means by which risk will be mitigated, and to make clear to all staff their responsibilities in ensuring the School is as safe as it possibly can be, consistent with advice from HMG and other agencies.

## Rationale & Duty of Care

The logic behind the actions set out in this policy is the ongoing 'duty of care' the School has for their whole community: governors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test, when considering whether a duty has been properly discharged, is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

1. *State of knowledge*
2. *Seriousness of likely injury*
3. *Cost and difficulty of taking precautionary measures*

## The School – States of Operation

For the purposes of this policy a number of stages of operation have been considered:

- |                 |   |
|-----------------|---|
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## Risk Assessment

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have implications for others: teaching staff, support staff, visitors and contractors and pupils of varying age groups and class size.

The overall assessment of risk may require daily revision and will include, but not be limited to, the following considerations:

- Changes to government advice
- Communicated of these changes to staff, pupils, parents and governors
- Reviewed of such changes by governors
- Management of access to the School site
- Understanding, updating and communication of social distancing (SD) and other hygiene rules
- The means by which staff and pupils are reminded and checked to ensure compliance with hygiene and SD rules
- Sufficient supplies of hygiene materials and access to these
- The establishment, and regular revision of, a rigorous cleaning regime, which includes provision for high-risk areas such as touch points, other regularly used hard surfaces, and shared teaching equipment
- Constant evaluation of the School's State of Operation, and preparation for changes to this
- Regular review and re-assessment of risk, and appropriate mitigation in the light of this

In addition to the above, the following will be considered and monitored in relation to pupils, parents, staff and other visitors:

- SD rules, and how these will be adapted for different activities and locations
- The means by adherence to these rules will be monitored
- Recommendations with regards to PPE
- Availability of and provision for PPE
- The School's response to medical considerations, including:
  - Pre-existing medical conditions, and the School's awareness of these
  - Identification and recording of vulnerable pupils, parents and staff
  - Testing for COVID-19, and the School's response to a positive result amongst pupils, parents, staff or visitors
  - The School's response to a member of the community coming into contact with someone who has tested positive to COVID-19
  - Monitoring and management of travel and the heightened likelihood of infection that might result from this
  - The School's response to any member of the School community presenting with COVID-19 symptoms
- Monitoring and management of external socializing which may compromise the integrity of the School's prevention strategies
- Management of school events including plays, assemblies, concerts, parent consultations

The control measures to which the School will adhere are set out at Annex A.

**Management and Control**

<b>Risk</b>	<b>Control Measures</b>	<b>Remarks / Re-Assessment</b>
<p>What is the chain of command for the management of the resumption of normal working practices?</p>	<p>The Principal Deputy Head (reporting to the Head Master) oversees all aspects of the resumption of normal working practices, and chairs the working party that has been established for this purpose.</p> <p>The working party is advised by the School's Health &amp; Safety Officer (HSO), who is responsible for drawing up the Risk Assessment, and for its operational implementation.</p>	

## Communication, Training & Briefing

Risk	Control Measures	Remarks & Re-Assessment
Is government advice regularly accessed, assessed, recorded and applied?	HSO to monitor Government, HSE and IBSA websites daily to check for updates.	
Are changes communicated in a timely fashion to staff, pupils, parents and governors?	<p>Changes to be communicated by e-mail updates as follows:</p> <p>Regular meetings between SLT &amp; HSO</p> <p>Staff: From HSO and/ or PDH &amp; Head of Prep</p> <p>Pupils: PDH and Head of Prep</p>	
Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>Staff have been briefed on SD provision.</p> <p>Pupils will receive a series of return-to-school briefings, and the key points will be repeated at the start of each day.</p> <p>Visitors will be briefed on arrival.</p> <p>Posters have been placed around the site, reminding pupils of the need for SD.</p> <p>Floor markings have been placed in busy routes</p>	<p>The process for meeting and managing visitors needs review</p> <p>More posters &amp; floor markers are required</p>
Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Staff have been briefed, and reminded to remain vigilant and asked to report breaches.</p> <p>Pupils are briefed at the start of each day, and are under constant adult supervision.</p>	Additional posters required, reminding pupils of hygiene and SD rules
Are changes to restrictions effectively communicated?	<p>Staff: Via e-mails and personal briefings from HSO.</p> <p>Pupils: Via personal briefings at the start of each day.</p> <p>Parents: Via email or the School Newsletter.</p>	

Risk	Control Measures	Remarks & Re-Assessment
<p>Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?</p>	<p>Parents: Letters have been sent to the parents of pupils in Nursery, Reception, Year 1 and Year 6, setting out the essential aspects of the School's provision. Parents are aware they can contact Head of Prep, Deputy Head of Prep and Form Tutors with feedback and information.</p> <p>Pupils: Pupils will be inducted on the new procedures on their first day back at School. They will be reminded that they can talk to any adult should they wish but particularly their Form Tutor, Head of Prep and Deputy Head of Prep.</p> <p>Staff: Staff have been formally briefed in person by the HSO on all aspects of the re-opening, and further staff will be briefed as the re-opening widens. Staff have been asked to keep SLT informed on how the re-opening is progressing, and in particular to report on pupil management with regards to hygiene and social distancing.</p>	<p>The Head of Prep will write at the end of the first week to the parents of all pupils attending school, inviting their comments.</p> <p>A wash-up for all staff who have been in School for the week is to be arranged for the afternoon of Fri 5 Jun</p>
<p>Is there a system to communicate with parents and staff that have not returned to school for fear of infection?</p>	<p>Parents: The Head Master will continue to send regular updates on the School's strategic plan, and the Head of Prep will maintain contact with all parents regarding operational matters.</p> <p>Pupils: Tutors and Class Teachers are maintaining contact with all pupils. Concerns are logged on iSAMS and are discussed at Pastoral Board.</p> <p>Staff: Staff are also briefed on the re-opening plan, and procedures for raising concerns are clearly understood.</p>	

## Access

Risk	Control Measures	Remarks & Re-Assessment
<p>Is access to school controlled effectively and are visitor (if allowed) details recorded?</p>	<p><b>Prep:</b> Entrance &amp; exit points open for residential staff, but closed to others, apart from scheduled and closely controlled drop-off/pick up of pupils.</p> <p>Visitors &amp; contractors allowed on site by appointment only, with temperature checks taken of persons requiring access.</p> <p><b>College:</b> The College is currently closed. Access to the grounds remains open to residential staff and pre-arranged visitors only. There is no access to any buildings, unless by prior arrangement.</p>	<p>The process for this needs to be formalised</p>
<p>How are parent meetings with staff managed?</p>	<p>Parents who wish to meet with a member of staff in person should make arrangements by email. Special provision is made for parking, and the meeting will take place outdoors, if weather permits, and SD will be observed throughout.</p> <p>Parents who come into school for a meeting should expect to have their temperature checked on arrival.</p>	<p>This needs to be communicated to parents by the Head of Prep</p>

## Cleaning and Hygiene

Risk	Control Measures	Remarks & Re-Assessment
Has a regime of thorough and regular cleaning been established?	All areas used by pupils and staff are cleaned either early in the morning, or at the end of the day. Teachers are provided with cleaning materials, and will wipe down desks and other regularly-used items and equipment at regular intervals throughout the day.	
Are the cleaning products suitable for the Covid-19 virus?	Government guidelines are closely followed for cleaning procedures and frequencies using bactericidal sanitisers and virucidal detergents selected for their role in hygiene and infection control.	
Will the cleaning regime be regularly re-assessed and revised?	A formal review was held on Wed 3 Jun, and it was agreed that the current cleaning provision was suitable and sufficient, though the HSO and House-keeping Manager remain in close contact.	
What additional cleaning provision is being made for high-risk areas such as toilets, and touch-points (ie door handles)?	In addition to the daily clean, toilets and touch-points are cleaned/wiped down during the lunch-break.	
What provision is made for the pupils to maintain their personal hygiene?	<p>Pupils will be formally and regularly briefed on the importance of hygiene at the start of each day, with particular regard to hand-washing and avoiding touching their faces.</p> <p>Additional hand-sanitiser dispensers have been installed in all areas to be used by pupils.</p> <p>Pupils will be formally instructed to wash their hands on arrival at School, at lunch-time, and before departure.</p> <p>As far as is possible, consistent with fire regulations and safeguarding considerations, doors will be chocked open, to increase air-flow and minimize touch-point contact.</p>	<p>HSO to write a script for pupil briefing, and distribute to staff</p> <p>The process by which this will happen needs to be formalised</p> <p>Provision must be made for all doors to be closed and buildings secured at the end of each day</p>

Risk	Control Measures	Remarks & Re-Assessment
Are there sufficient supplies of hygiene materials and are they well placed?	<p>Yes. The School has significant stocks of the necessary supplies, and the Housekeeping Manger will ensure toilets/restrooms/common areas are kept stocked with soap and paper towels, and orders for resupply are made in good time.</p> <p>Maintenance will ensure hand sanitizer dispensers are refilled.</p>	
What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>Shared equipment is kept to a minimum and agreed with teaching staff.</p> <p>The cleaning regime established by the HSO &amp; House-keeping Manager includes regular cleaning of all shared equipment and toys.</p>	
What alterations have been made to the provision of play equipment?	As far as possible, access to soft-surface toys has been reduced, and pupils will have access only to a limited range of hard-surface toys and equipment, which can more easily be cleaned.	
Are all the risks identified and mitigated against, and is this regularly re-assessed?	Daily wash-up meetings to discuss what went well, what could be improved, any to propose any new risks / measures.	This will become a weekly event going into week two of the return to school.
How else are pupils encouraged and educated to maintain hygiene?	<p>Pupils attend in School tracksuits and sports kit, rather than full School uniform, which will make it easier for parents to ensure their children’s clothing is regularly washed and changed.</p> <p>Ideally, pupils will wear a fresh set of clothes into School each day, though it is understood that this may not be possible.</p>	

Risk	Control Measures	Remarks & Re-Assessment
How will meals be managed?	<p>There is no catering provision at School. Pupils should bring their own packed lunches to School, and these will be handed in and stored during the morning.</p> <p>Lunch will be eaten outdoors if possible, or in the respective teaching areas.</p> <p>Pupils will be required to wash their hands before and after lunch.</p>	
What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<p>In accordance with government guidelines, neither staff nor pupils will be required to wear PPE in the normal course of the school day, though may, should they wish to do so.</p> <p>Close-contact staff (ie those giving intimate care or first aid), will be issued a PPE pack, containing gloves, apron, mask and visor/safety glasses.</p> <p>Staff have been instructed in how to don and doff PPE.</p> <p>The Site Access Team – who will be operating the temperature guns – will wear gloves.</p> <p>Cleaning staff wear certain items of PPE as part of their normal working dress, and have access to further PPE such as plastic aprons, head covering and masks if the situation requires it.</p>	
May staff and pupils wear PPE at their own discretion?	<p>Pupils and staff may wear any form of PPE that they wish, though are reminded of the sensitivities of doing so, particularly when working with younger pupils.</p> <p>Proportionality and sensitivity are important considerations.</p>	

## Social Distancing

Risk	Control Measures	Remarks & Re-Assessment
<p>How will the School monitor pupil's movements and contacts outside School?</p>	<p>In the absence of the UK Govt track and trace app, pupils will be asked to keep a diary of movements and persons come into prolonged contact with.</p> <p>Parents will be asked to complete this task and be prepared to provide the information to the School as required.</p>	<p>Formalisation required here. Suggested template sent to parents by Head of Prep, with explanatory letter.</p>
<p>How will the School ensure SD between pupils, and between pupils and staff?</p>	<p>Pupils are be regularly briefed on SD rules.</p> <p>Pupils sit at personally allocated desks, separated by 2 metres</p> <p>Pupils are supervised at all times, and the different classes and year groups will be kept separate from one another at all times.</p> <p>It is widely acknowledged that keeping younger pupils socially distanced is near impossible, so whilst every endeavor will be made in this regard, classes will operate in their own social-distance "bubble".</p> <p>Nursery and Year 6 have been split into two separate classes, to form SD "bubbles", and increases to pupil numbers in other year groups will be reflected in further such divisions.</p>	
<p>Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?</p>	<p>Segregated drop-off and pick-up points have been established for each year group, with clearly demarcated routes from here to the relevant classrooms.</p> <p>Demarcated play and outside working areas for each age group have been established.</p> <p>Busy corridors / areas have SD markers</p> <p>Carparks have been marked out in accordance with SD rules</p>	<p>Floor marking is sufficient at present, but more is likely to be required if pupil numbers grow</p>

Risk	Control Measures	Remarks & Re-Assessment
How have teaching and play areas been managed to ensure SD?	<p>Different year groups and classes are operating from separate buildings, with separate toilets and separate entrances/exits and routes.</p> <p>As above, pupils sit at named desks, which are placed two metres apart.</p> <p>As much teaching as is practical will take place outdoors.</p> <p>Play and recreation areas have been segregated between year groups and classes.</p>	
Have the timings of the day been structured in such a way as to facilitate SD?	<p>Start &amp; finish times for different year groups and classes are staggered across the day.</p> <p>Drop-off and pick-up points have been segregated and clearly signed.</p>	
How will the School ensure pupils are clear of symptoms?	<p>Temperature checks and a brief enquiry will be conducted on all staff and pupil on arrival in the morning.</p> <p>Any pupil or staff member with a temperature or other symptoms of Covid-19 will be sent straight home. Parents advised to self-isolate for 14 days (or until a negative test result is received). SLT informed.</p> <p>Pupils will be monitored for symptoms by teaching staff throughout the day, and encouraged to report any symptoms immediately.</p>	
How will temperatures be taken, and have the staff conducting the tests been trained in the use of the equipment?	<p>The School has purchased a number of temperature checking "guns". These are non-invasive and non-contact.</p> <p>HSO has trained the appropriate staff in the use of the temperature check guns.</p>	

Risk	Control Measures	Remarks & Re-Assessment
How are staff meetings and staff rooms regulated in terms of SD – for example, shared equipment, resources, timings?	<p>Staff will keep to own areas/facilities as far as possible.</p> <p>Sanitising equipment has been placed next to all shared equipment and resources, and staff instructed to wipe this down and use hand sanitizer / wash hands before and after use.</p> <p>Teachers of different age groups will maintain strict SD protocols.</p> <p>Staff meetings and briefings will take place online, outdoors (if possible) and in accordance with SD protocols if indoors.</p>	
How are drop-off and pick-up routines communicated and are they widely understood?	<p>Routines were rehearsed on Fri 29 May and will be communicated to parents by Prep Head Master.</p> <p>The Site Access Team will be on-hand each morning to manage traffic and arrival/departures.</p>	

### Teaching and Learning

Risk	Control Measures	Remarks & Re-Assessment
Will the online provision of teaching and learning continue, and how will this be blended with live teaching?	<p>The online provision will continue uninterrupted, and pupils who come into School will engage with this via their laptops and devices.</p> <p>Some teaching will also be done live, with these lessons being livestreamed to pupils at home.</p>	Are power supplies sufficient for all laptops?

## Safeguarding, Wellbeing & Mental Health

Risk	Control Measures	Remarks & Re-Assessment
<p>How will the School manage issues relating to bereavement, trauma, anxiety and other behavioral issues?</p>	<p>Staff have been briefed on how to deal sensitively with such issues, and parents are encouraged to communicate openly with the School should any of these issues relate to their children.</p> <p>Staff will report concerns to SLT and record these on iSAMS for follow-up by the Class Teacher.</p>	
<p>Has the Safeguarding Policy been adapted to reflect the current situation?</p>	<p>A thorough Addendum to the Safeguarding Policy has been written, submitted to and approved by the full Governing Body</p> <p>This has been circulated to all staff, and is available on the School's website.</p>	
<p>Is staff welfare being attended to, in particular with regards to down-time, rest breaks and anxiety?</p>	<p>Head of Prep will monitor staff as per standard practice.</p> <p>Staff have been briefed to raise their concerns with the Head of Prep.</p> <p>Staff have been provided with online support courses and ongoing SLT contact.</p> <p>Staff Stress at Work Policy is widely understood, absences are recorded and regular contact made to discuss concerns.</p>	
<p>How are new pupils inducted and has the registration process been adapted to ensure compliance?</p>	<p>New pupils will be inducted by their form tutor as before, although specific guidance is being given regarding COVID-19 secure procedures and remote learning.</p>	<p>DSL reviewing how to provide safeguarding briefing / induction for Aug.</p>

## Medical Matters

Risk	Control Measures	Remarks & Re-Assessment
<p>What provision is being made for children and staff who are categorized as “vulnerable”, or who live in homes with those who might be categorized as “vulnerable”?</p>	<p>Pupils who are in a vulnerable category are advised to remain at home and continue to engage with the remote learning programme.</p> <p>Should the parents of such pupils wish them to attend School, they should communicate this to the Head of Prep in the first instance.</p> <p>Staff who are vulnerable are not expected to return to School. They may, however, work in School should they wish to do so, but under guidance from their GP, and subject to an individual RA.</p> <p>Pregnant women are to be assessed individually, in consultation with their GP, under a pregnancy RA.</p>	<p>Individual RA required for staff classified as clinically vulnerable. HR to keep in regular contact to ensure staff are not allowed to return until this has been conducted.</p>
<p>Has the science of risk been communicated to staff and pupils?</p>	<p>Staff have been briefed, and all are encouraged to keep up to date with Government briefings and advice.</p> <p>Staff will also include these details in their briefings to pupils.</p> <p>HSO to confirm within the School COVID-19 Policy.</p>	<p>This to be included in the HSO’s briefing script for teaching staff</p>
<p>What provision is being made for “normal” (ie non-Covid-19) medical issues?</p>	<p>School Nurse &amp; Matrons are furloughed, but sufficient numbers of staff are first aid trained and qualified (eg first aid at work, expedition first aid, pediatric first aid training for Early Years practitioners) for the School to remain within legal limits.</p> <p>HSO will be the lead First Aider.</p>	

Risk	Control Measures	Remarks & Re-Assessment
<p>What is the procedure should a pupil start to display Covid-19 symptoms, and have these procedures been widely communicated?</p>	<p>Any pupil who reports to School with a temperature above 37.8 degrees Celsius will be required to remain their parents' car, and to be taken home immediately. This will be communicated to SLT and a record kept. The Head of Prep will make contact with the family later in the day.</p> <p>Any pupil who starts to display Covid-19 symptoms during the School day should report this immediately to a member of staff. One of the designated first aiders will be summoned, and SLT will be informed, and contact with home established.</p> <p>The pupil will then be moved immediately into the medical room designated for their year group. The designated first aider will don PPE, and ensure the pupil is comfortable and secure, and take the pupil's temperature.</p> <p>On returning home, the parents should submit an immediate request for a Covid-19 test, and the results communicated to the School as soon as possible.</p> <p>Should the test result prove negative, the pupil may return to School once they are well enough to do so.</p> <p>Should the test result prove positive, the entire class and their teacher, will be sent home immediately, and all should self-isolate for 14 days.</p>	<p>Anybody displaying a temperature above 37.8 degrees celcius will be denied access to site.</p> <p>Staff living on site displaying high temp will be told to self-isolate within living quarters.</p>

Risk	Control Measures	Remarks & Re-Assessment
<p>What is the procedure should a member of staff start to display Covid-19 symptoms, and have these procedures been widely communicated?</p>	<p>Any member of staff who reports to School with a temperature above 37.8 degrees Celsius will be required to return home immediately. This will be communicated to SLT and a record kept. The member of staff's Line Manager will make contact with the member of staff later that day and report this back to SLT.</p> <p>Any member of staff who starts to display Covid-19 symptoms during the School day should report this immediately to a member of the SLT and HSO. One of the designated first aiders will be summoned.</p> <p>The member of staff will then be moved immediately into the medical room designated for staff. The designated first aider will don PPE, and ensure the member of staff is comfortable and secure, and take their temperature.</p> <p>On returning home, the member of staff should submit an immediate request for a Covid-19 test, and the results communicated to their Line Manager as soon as possible. The result of the test should then be communicated to SLT immediately.</p> <p>Should the test result prove negative, the member of staff may return to School once they are well enough to do so.</p> <p>Should the test result prove positive, the entire class and other staff with whom they have been in contact will be sent home immediately, and all should self-isolate for 14 days.</p>	
<p>Are the medical rooms properly equipped?</p>	<p>Each room has its own First Aider, first aid kit and PPE. The usual Prep Health Centre will not be in operation.</p>	

Risk	Control Measures	Remarks & Re-Assessment
Do the sickness management rules need to be re-stated and the “don’t come to work if you are ill” understood.	<p>The staff sickness reporting procedure has been emphasized to staff during the return to work briefing.</p> <p>As previously, in the event of illness, staff should contact the Head of Prep for all absence, giving a reason and estimated time of absence.</p>	
As different age groups have different risk profiles is each year group separately risk-assessed?	Hygiene and SD rules apply to all age groups, though it is accepted that SD for Nursery, Reception and Year 1 pupils will be more difficult than for Year 6 pupils.	
Is the school aware of all pre-existing medical conditions?	<p>All parents have completed medical forms as a condition of their child’s entry to the School and these are updated annually.</p> <p>All information relevant to staff, and within the limits of confidentiality, is available on iSAMS.</p> <p>Health details of staff is special category data and only necessary information is held. All staff are reminded of the importance to discuss their concerns, any health issues or family circumstances. Information will be treated sensitively and confidentially.</p>	
Have any pupils of staff tested positive for COVID-19 and is it recorded?	<p>Pupils: As of 31 May 2020, no pupils have informed the School that they have tested positive.</p> <p>Staff: As of 31 May 2020, no staff have informed the school that they have tested positive.</p>	
Is the School aware of any pupil or staff who has come into contact with anyone who has tested positive to COVID-19 and is this recorded?	<p>The School is unaware of any such contacts, though staff, pupils and parents are reminded of the need to self isolate if they have been in contact with anyone with symptoms.</p> <p>They should also inform the school of this so that the School can consider the need for further action within the pupil’s “bubble”.</p>	

Risk	Control Measures	Remarks & Re-Assessment
Have any pupils or staff been sent home with COVID-19 symptoms?	<p>Pupils: As of 4 Jun 20 no pupils have been sent home with COVID-19 symptoms.</p> <p>Staff: As of 4 Jun 20 no pupils have been sent home with COVID-19 symptoms.</p>	
Are any pupils or staff shielding another family member? Do any pupils or staff have a condition that precludes their attendance at school?	<p>Pupils: Medical records are held for all pupils.</p> <p>Staff: A very small number of staff are self-isolating and/or shielding in order to protect vulnerable members of their households.</p>	
How is this information gathered and kept up-to-date?	<p>Pupils: Heads of Section and Class Teachers will maintain contact with pupils and families who are shielding and this is communicated to SLT via Pastoral Board.</p> <p>Staff: GP's letters in some cases, proof not required as following guidance not to contact GP unless necessary.</p>	
If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<p>Isolation area for Pre-Prep will be Classroom 1.</p> <p>For Homelands it will be the kitchen area.</p> <p>For Year 6 it will be the Sports Hall.</p> <p>All are regularly cleaned, but should they be used for isolation purposes they will receive a deep clean afterwards.</p>	
Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<p>Temperature testing is non-invasive, and non-contact, and the staff conducting it will wear appropriate levels of PPE.</p> <p>Prep SLT will produce an attendance register for HSO who will manage recording of checks.</p>	

Risk	Control Measures	Remarks & Re-Assessment
If emergency services are called is there a well understood procedure, RV and cleared routes in and out?	The Site Access Team will manage the arrival and deployment of emergency services, with clearly delineated parking access routes and parking areas for vehicles.	
If essential work is required on site are contractors properly registered, inducted, supervised and temperature checked?	Contractors and deliveries are by appointment only and will be met at entry by a member of the Site Access Team to be temperature-checked and briefed on SD rules and out of bounds areas.  Details of this will be recorded and passed to HSO.	
How are the resident staff managed in respect of Covid-19 precautions?	All resident staff and their families will have their temperatures checked on a daily basis.  Should any of them record a temperature above 37.8 degrees Celsius, or start to demonstrate other symptoms of Covid-19 they should remain in their quarters, and the member of staff should inform the Head of Prep and HSO immediately.  They should also request a test, the results of which should be shared with the Head of Prep and HSO. Should the results of this test be positive, the person concerned must remain in their quarters and isolate for fourteen days.	

### **The Management of Visitors to the School**

In the event that a member of staff needs to arrange a visit, the following procedure must be followed:

1. Brief details of the visit (date, time, name, company, who they are meeting, where they will be going) should be sent to the following:
  - a. PDH (for the College) or Head of Prep (for the Prep)
  - b. SHO
2. On arrival, visitors should be met and taken to the relevant Reception Point, which are as follows:
  - a. Prep: In the entrance hallway
  - b. College: In the porchway to the main entrance
3. At the Reception Point visitors should do the following:
  - a. Sanitize their hands
  - b. Complete the Visitor Declaration Form. These are available in hard copy at each Reception Point. Completed declarations should be passed to the HSO as soon as possible.
  - c. Have a temperature check. Should that check display over 37.8 degrees Celsius, the visitor will be asked to leave the site.
4. Assuming all is well, they should continue with the visit.
5. Social distancing and other hygiene measures should be kept at all times throughout the visit.
6. If anyone from the visiting party displays symptoms during the visit, they should be asked to leave, and the HSO informed.
7. At the conclusion of the visit, an email should be sent to the HSO to confirm their departure from the site.
8. The HSO will liaise with Helen Marshall to ensure areas that have been visited are cleaned.

Prospective families will follow a prescribed route around the Prep and the College, spending as little time as possible indoors, and they will be kept away from areas at the Prep that are being used for teaching. A number of prospective families have asked to see the boarding houses, and boarding Hms will be alerted to such visits.

Meetings with parents should be by appointment only, and should, as far as possible, take place outside.