



GREENWOOD ACADEMIES TRUST

COVID – 19 Operating Procedures STA 2021-2022 1.9.21

Stanground Academy

Completed by: G Carlile

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Covid – 19 Revised Operating Procedures Version 1(September 2021)

Covid-19 Revised Operating Procedures

General Notes

These revised Operating Procedures are a development of the Trust's previous Operating Procedures (V1.6) which were based on limited attendance of pupils and staff on our Academy sites. Following revised UK Government guidance and the requirement for Academies to reopen to all pupils from September moving to phase 4 as outlined by the Department for Education Schools COVID-19 operational guidance, these revised Operating Procedures replace all previous versions and will be supported by revised/updated Coronavirus Risk Assessment Templates where required. Like the previous Operating Procedures, all staff briefings from Principals/Directors will be required.

The Revised Operating Procedures are not meant to be used without the full suite of 'fully open' [Covid 19 Risk Assessments](#) first having been reviewed by Principals to be site specific and communicated to all staff. The Operating procedures are meant to assist compliance with the requirements of the Risk Assessments. If after reviewing the Covid-19 Risk Assessments any aspects of the Revised Operating Procedures require amendment for safe operation, then this should be recorded. **These Operating Procedures and Covid – 19 Risk Assessments are not a replacement for existing Risk Assessments they are supplementary.**



When combined, these constitute the Trust's response to UK Government guidance to support full reopening of Schools and Academies and are designed to keep staff, pupils and visitors safe whilst operating an Educational Facility. In drawing up these new arrangements, the Trust has consulted with Trades Union through our agreed arrangements and Employee Reps on the Trust Health and Safety Committee and The Trust Board.

These Revised Operating Procedures must be in place to facilitate the opening of academies in support of the UK Government guidelines to welcome all pupils.

Academy Principals, SLT and Site Staff must read the documentation before attending site after the summer break in order that they are familiar with the instructions and able to Operate Safely ahead of the measures and Risk Assessments being completed.

Purpose

The purpose of the Revised Operating Procedures is to facilitate the full reopening of Trust Academies, **only** in accordance with the guidance issued by the UK Government. Any attempt to operate provision outside the scope contained in the guidance will leave the Trust and individuals exposed to potential prosecution as it will be operating outside of any nationally recognised advice or scientific evidence.

The full UK Government guidance can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Status

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic,, moving away from stringent restrictions on everyone's day to day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young peoples education – particularly given that the direct clinical risks to children are extremely low and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

These Operating Procedures, Risk Assessments and the smart log training are a combined series of Management Instructions. This means that compliance is compulsory. Failure to follow these instructions will result in individuals and ultimately their families being at risk of infection and therefore disciplinary action will be taken for any non-compliance.

Risk Assessments

The Academy is required to comply with health and safety law and put in place proportionate control measures. The Academy follows the health and safety advice for schools and the guidance for schools COVID-19 operational guidance. The guidance uses the terms “must” and “should” throughout the guidance. When the term “must” is used when the person in question is legally required to do something and “should” when the advice set out should be followed unless there is a good reason not to.

HSE

The Government have increased the HSE funding by around 10% in order for them to increase capacity to provide support and guidance to employers to meet the requirements to continue operations. In addition, this funding will be used to increase the level of workplace inspections to ensure compliance with the Coronavirus guidance and protective measures.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements.

Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to 2 years.

RIDDOR reporting

The HSE have revised RIDDOR guidance so that incidences of Coronavirus are now RIDDOR reportable if there is a reasonable evidence that it was caused by exposure at work: <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

This places greater emphasis on our protective measures to keep people safe and avoid transmission.



Health and Safety Committee/Trades Union Consultation

The Trust has consulted with and shared all Operating guidance with the Health and Safety Committee which comprises local Union and Employee reps and has had wider dialogue with all Trades Unions.

Trust Board/Senior Leadership Team

The Operating Procedures are supported and endorsed by the Trust Board and the Senior Leadership Team.

Programme for Reopening

UK Government guidance has indicated a reopening to all pupils in September for primary academies and secondary academies, however, the Trust envisages that Principals may wish to consider a phased approach to full reopening, to enable staff and students to orientate themselves with the revised Operating Procedures and the increased occupancy/demands on facilities/infrastructure. Full reopening is also dependent on assurance that all of the measures and requirements of these Operating Procedures are embedded into practice. **Outline timetable – Approval of OPs/RAs**

- 31.08.21 Principal shares and discusses Risk Assessment (RA) and Revised Operational Procedures (OP) with Senior Leadership Team (SLT), H&S Contact, H&S Rep and Site Manager
- 31.08.21 RA and OP uploaded and emailed to Trust Operations Director
- 1.09.21 a copy of this RA + OP sent to all staff to read.
- 1/9/21 staff receive a hard copy of this RA. Principal to deliver a question-and-answer session for all staff.
- Following this Principals must confirm that all staff have:
 - received a hard copy of the RA + OP
 - read and understand the RA + OP
 - undertaken any relevant training; and
 - acknowledge their responsibility to adhere to the RA + OP

On reopening

- All pupils will return to site. Principals should ensure that all pupils are clear and understand the Operating Procedures insofar as they impact them. This should be undertaken on their first day of attendance.

Principal's Role

Principals are required to undertake a number of actions to enact these Operating Procedures all of which must be in place before any Academy is approved for reopening.

- Complete the Principal's section of the operating procedures document
- Ensure and document that all staff have read and understood Risk Assessments and the Operating Procedures
- Ensure the site-specific Risk Assessment (once completed) is signed and uploaded.

Assurance

Each morning before opening for the day, the Site Staff will conduct a site inspection to ensure that all protection measures within their control as set out in the Risk Assessments are in place and the site is ready for operation.

In addition, Principals will conduct a monthly assurance return to the Trust, following a site walk with the H&S Contact, rep and the Site Manager, a review of the Risk Assessment in practice and any modifications made/proposed.



BEFORE OPENING

All staff

Issue	How we're addressing it	Confirmed Y/N
School Workforce	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum to follow the same guidance as everyone else. The Academy is following the guidance on protecting people who are clinically extremely vulnerable from COVID-19 and encourages CEV individuals to adhere to the following instructions;</p> <ul style="list-style-type: none"> • Wear a face covering / shield if you chose to do so • Complete regular Lateral Flow tests to keep CEV individuals and families safe • Consider carefully about taking precautions when meeting others you do not usually meet with in order to reduce the risk of catching or spreading COVID-19 • Try to place yourself in classrooms by either an open window or door to help improve ventilation of working space • Wash your hands regularly and avoid touching your face <p>From 19 July, social distancing measures have ended in the workplace but CEV individuals should still consider following the above guidance to help further reduce risk. All CEV individuals will require an update RA following their return to work in September 2021.</p> <p>Pregnant colleagues are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant colleagues should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p>	



You are Clinically Extremely Vulnerable if...

- You have one, or more, of the conditions listed below, or
- Your clinician, or GP has added you to the Shielded Patient List because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus.
- you are a solid organ transplant recipients
- those with specific cancers:
- you are undergoing active chemotherapy
- you have lung cancer and you are undergoing radical radiotherapy
- you have cancer of the blood or bone marrow such as leukaemia, lymphoma or myeloma at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- you are having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- you have had bone marrow or stem cell transplants in the last 6 months or are still taking immunosuppression drugs
- severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- you are on immunosuppression therapies sufficient to significantly increase risk of infection
- adults with Down's syndrome
- adults on dialysis or with a chronic kidney disease
- you are pregnant with significant heart disease, congenital or acquired
- you have been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of your needs. GPs and hospital clinicians have been provided with guidance to support these decisions.
- If you **live with someone who is clinically extremely vulnerable**, you can go to work.

Please see the guidance Schools COVID-19 operational guidance updated August 17th 2021



DfE MUST

Potential cases of COVID-19 – When an individual develops COVID-19 symptoms or has a positive test.

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reason requiring them to stay at home due to the risk of them passing on COVID-19 (for example they are required to quarantine)

If anyone in the school develops COVID-19 symptoms, however mild they should be sent home and follow public health advice.

If a pupil is awaiting collection, they will be placed in the meeting room in reception on their own. A member of staff will supervise outside of the room. Appropriate PPE should be used if close contact is necessary. Once the pupil has left the room should be cleaned straight away. For everyone with symptoms they should avoid using public transport and, wherever possible, be collected by a member of their family or household. Siblings are not required to self isolate and should continue to attend the Academy.

When to self isolate:

Self isolation rules have changed, you will now need to self isolate in certain situations. It is a legal requirement to self isolate if you are told to by NHS Test and Trace.

Self isolate and get a PCR test as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- High temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste.

You should also self isolate if you have tested positive for COVID-19 or been contacted by NHS Test and Trace.

When you do not need to self isolate:

If someone you live with has symptoms of COVID-19, has tested positive or come into contact with you will not need to self isolate if any of the following apply:

- You're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- You're under 18 years, 6 months old
- You're taking part or have been part of a COVID-19 vaccine trial
- You're not able to get vaccinated for medical reasons

Even if you do not have symptoms you should still:

- Get a PCR test to check if you have COVID-19
- Follow the advice on how to avoid catching and spreading COVID-19
- Consider limiting contact with people who are at higher risk of catching COVID-19

Asymptomatic testing:



	<p>Testing remains important in reducing the risk of transmission of infections within schools. That is why whilst some measures are relaxed , others will remain. Students returning to the Academy after the summer holidays will should receive 2 on site lateral flow tests. This is not compulsory and pupils can not be discriminated against and schools cannot stop a pupil returning to school for failing to complete 2 lateral flow tests.</p> <p>Staff should continue to complete 2 lateral flow tests each week until the end of September 2021 when the situation will be reviewed.</p>	
DfE MUST Confirmatory PCR Tests	<p>Staff and pupils with a positive LFD test result should self isolate in line with the stay at home guidance for households with possible or confirmed COVID-19 infections. They will need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	
DfE MUST Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>If anyone in the school develops COVID-19 symptoms , however mild they should be sent home and follow public health advice.</p> <p>If a pupil is awaiting collection, they will be placed in the meeting room in reception on their own. A member of staff will supervise outside of the room. Appropriate PPE should be used if close contact is necessary. Once the pupil has left the room should be cleaned straight away. For everyone with symptoms they should avoid using public transport and, wherever possible, be collected by a member of their family or household. Siblings are not required to self isolate and should continue to attend the Academy.</p>	



<p>DfE MUST</p> <p>Stepping measures up and down</p>	<p>The Academy has an outbreak management plan. This plan outlines the actions to be taken by the Academy would do if children, pupils, students or staff test positive for COVID-19, or how the Academy would operate if it was advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to a minimum number of schools or groups, and for the shortest time possible.</p> <p>In the even that the outbreak management plan is needed it will be the decision of the Principal to implement this and to what extent.</p>	
<p>DfE MUST</p> <p>Hygiene - cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must 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. Points to consider and implement:</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them <p>Every room has a sanitiser for student use and one for staff.</p>	
<p>DfE MUST</p> <p>Ensuring good respiratory hygiene - by promoting the ‘catch it, bin it, kill it’ approach</p>	<p>The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must 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 school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p>	
<p>DfE MUST</p> <p>Introduce enhanced cleaning</p> <p>including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>Points to consider and implement, putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> • The Trust has confirmed the requirement for a minimum of two cleans per day and provided a cleaning schedule which identifies high contact surfaces. However, frequencies may need to be increased if a Risk Assessment identifies that there is an increased potential for contamination. • frequently touched surfaces being cleaned more often than normal different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 	



Mixing “bubbles” and	<p>The Department for Education no longer recommends that it is necessary to keep children in constant groups (bubbles). This means that bubbles will not need to be used for any provision. As well as enabling flexibility in curriculum and pastoral delivery, this means that assemblies can resume, and there is no need to make alternative arrangements to avoid mixing at lunch times.</p> <p>The Academy has implemented two different break times and two different lunch times to support with a reduced number of contacts and provide additional opportunity for the cleaning of communal areas.</p>	
Measures within the classroom	<p>Staff are free to set up classrooms in the way they deem best for pupil learning. All staff are required to have an up to date seating plan. High contact points will be cleaned twice a day. Staff are encouraged to try and maintain a good flow of ventilation through use of windows and doors. You should balance the need for ventilation while maintaining a comfortable temperature.</p>	

Training	<p>All staff are required to complete the smart log online Coronavirus awareness module – COVID-19 (Educational Settings) and familiarise themselves with the new Operating Procedures outlined in this document, the suite of CV-19 risk assessments and all relevant Trust/ UK government guidance.</p> <p>Once complete, all staff must complete the MS form (click here) to confirm that they have read the Operating Procedures and Risk Assessments. Once submitted, an e-mail confirming this will be sent to the member of staff and this can be used to show that the staff member is ready to be on site.</p>	
Peripatetic, Supply or Agency staff	<p>From September it is also possible for staff to operate across different class groups/year groups. This is particularly important for Secondary Academies. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should follow the use of good hygiene to help reduce potential risk.</p>	
Travel to/from school	<p>Dedicated school transport, including statutory provision</p> <p>From the autumn term, local authorities will not be required to apply the social distancing guidelines for public transport, on dedicated school or college transport.</p> <p>Principals should communicate with Parents and pupils who use public transport to ensure they are aware of the requirements for face coverings and explain the importance that wherever it is possible:</p> <p>Children must not board home to school transport if they have symptoms of coronavirus (COVID-19).</p>	



Remote learning	Remote education must be provided for pupils that are having to self isolate and should be equivalent in length to the core teaching hours received in school. Reasonable adjustment can be put in place so that pupils with special educational needs and disabilities can successfully access remote learning	
Attendance	<p>School attendance is mandatory for all pupils of school age. When a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by public health they should be recorded as code X (not attending in circumstances related to COVID-19. When they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness)</p> <p>Parents/carers who refused to send their child back to school are failing to complete their legal duty and the Academy is required to follow the Attendance process to ensure they children return to school.</p>	
Social distancing	Social distancing is no longer required and through the removal of the bubbles room capacities revert back to the pre-COVID restrictions. Staff and students are no longer required to social distance. This means that staff may move around their classrooms and in between pupils to support their learning.	
Visitors	<p>All visitors are welcomed back to the Academy and should revert the pre-COVID procedure. All visitors are required to sign in upon arrival at the main reception and should be accompanied by a member of staff they are there to visit.</p> <p>All visitors must wear an assigned lanyard depending on the purpose of their visit.</p> <p>Red – Must be accompanied by a member of staff at all times</p> <p>Green – Free to move around the Academy unaccompanied</p> <p>Blue - Contractors free to move around the Academy</p>	

Physical changes to sites



Physical protective measures	<p>All reception areas should continue to operate in the same way as has been applicable since partial reopening, however all should now have screens and intercoms installed.</p> <p>Furniture for additional workstations should be brought back into classroom,</p> <p>Seating in reception areas to return, reception visitors to be signed in using inventory system.</p> <p>Shared Classrooms/rooms – Staff should support each other by ensuring the keep their work stations clean and tidy, reduce clutter and put books and resources away once used.</p>	
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START OF THE DAY

<p>START OF THE DAY</p>		
Mail	<p>Reception staff to sort mail - wash hands afterwards.</p> <p>Admin staff to take mail to relevant staff trays in the staffroom</p> <p>Staff to be reminded that no personal deliveries should be sent to school.</p>	
small offices	<p>Following the removal of the need for social distancing, staff can use small offices for meetings or complete work in. Staff have access to the staff room to complete independent work.</p>	
Signing in	<p>Staff may enter the Academy through either the main reception or late gate. They are expected to sign in using the inventory system and can do this through the touch screen or app. All staff must ensure they sign in and out every day. It is the responsibility of the member of staff to ensure this action is completed.</p>	



STAGGERED ARRIVAL

Drop off	<p>Parents/carers are free to drop off pupils to school.</p> <p>There are no longer staggered starts and finishes to the Academy day. Pupils can enter the Academy and make their way to their respective House yard for entry into the building.</p> <p>Ensure appropriate signage at all entry points to site.</p> <p>Parents/carers should be informed that arrival outside of expected arrival times will result in sanctions against the pupil.</p>	
Gathering in groups	<p>If pupils are to be assembled at external muster points, they are not required to social distance any longer.</p> <p>Pupils are encouraged by staff to move quickly to their next lesson and avoid gathering in large groups inside the building.</p> <p>All pupils will gather in their House yard for entrance into the Academy. They will line up in tutor groups before being allowed entry into the Academy</p> <p>Late students will be told to arrive via the late gate and will be met by the attendance officer who will ensure the appropriate action for the late attendance to school is acted upon. .</p>	
Move from outdoors to the classroom	<p>Pupils are encouraged to maintain good hygiene using the hand sanitizers when returning to the building and entering classrooms. Staff will ensure pupils are dismissed in an ordinal fashion and remind students to walk on the left of corridors and move quickly and efficiently to their next lesson.</p>	

CIRCULATING IN SCHOOL



Class changes/Resources including IT devices	<p>Pupils are allowed to bring in their own items to school, such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. All pupils are provided with an outdoor locker which they may place essential items in to reduce the possibility of transmission of infection. Pupils and teachers can take books and other shared resources home.</p> <p>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items and encourage pupils to bring their own. Where equipment needs to be shared staff will ensure pupils have used hand sanitizer. Classroom based resources, such as books and games, can be used and shared; Staff will encourage good hygiene to help reduce the risk of transmission.</p> <p>Any movement of students throughout the building should be limited, staff should ensure students remain in lessons except in emergencies and/or to visit WCs with a toilet pass.</p>	
Before and After school clubs (ink breakfast clubs)	<p>These activities can return and pupils will follow same hygiene expectations as during the normal working hours of the Academy.</p>	
Hire of facilities	<p>Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or afterschool or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p>	
Music Dance and Drama	<p>In order to ensure there is a broad and balanced curriculum being delivered at STA these activities can return to pre-COVID routines with pupils gaining a full educational experience.</p>	
Physical Activity	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Schools may return to a complete programme of study and are not required to follow social distancing, pupils and staff are not required to wear face coverings. The Academy will ensure equipment is cleaned regularly and changing rooms are available to use, they will be cleaned twice daily in line with all Academy cleaning.</p> <ul style="list-style-type: none">• Outdoor competition between different schools can take place• Indoor competition between different schools can take place• In addition to the existing reasons, from 29 March, all parents will also be able to access provision for one of these additional purposes:<ul style="list-style-type: none">○ where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances○ their children are eligible for free school meals and are attending provision as part of the holiday activities and food programme• All outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.	



	<p>Schools are able to work with external coaches, clubs and organisations for curricular and extracurricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/Updated-COVID-19-Guidance-July2020.pdf</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents <p>If you intend to use any off-site provision and/or transport or external providers this must be supported by appropriate Risk Assessments and approved beforehand. This is so that the Trust can maintain assurance that all activities/provision is delivered in a COVID secure location/manner.</p>	
Educational Visits	<p>In the autumn term, academies can resume overnight educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p> <p>Academies can also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, academies should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, academies will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.</p> <p>Academies must enter all visits on the EVOLVE Visit Management System and, in addition to completing all risk management planning as outlined in the GAT Health and Safety on Educational Visits Guidance, they must complete the specific COVID-19 risk assessment for educational visits found in the Resources section of EVOLVE.</p>	
Corridor use	<p>All Staff and pupils move around the Academy following the signage and direction to walk on the left hand side of corridors and stair wells. This helps to reduce issues around flow of individuals getting to classrooms. Staff support moving pupils quickly to their next lesson with being a presence in corridors to move pupils quickly and efficiently on the left to their next lesson.</p>	

BREAK TIMES



Social time	<p>Pupils have access to three yards at break times. The Academy has created two break times and two lunch times to help reduce the number of individuals in one space at a time.</p> <p>Staff support the supervision of pupils at social time through an Academy duty rota and can interact with pupils following the removal of social distancing expectations.</p> <p>After the break time, supervised handwashing must be carried out.</p>	
Staff rooms	The staff room is open for all staff to use and store food in. Staff can access drinks and an area to complete work in quiet if required. Staff may leave personal items in the staff room and have full use of the facilities	
Cleaning	Cleaners will be required on site whilst open to pupils to clean high contact areas, and toilets throughout the day on a continual rotational basis as a minimum. Given the increase in attendance from September the demands for additional cleaning must be met.	

STAFF MEETINGS

Social distancing	Social distancing is no longer required and staff meetings can return to take place on site, in classrooms, canteen and Activity studio.	
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LEAVING SCHOOL



Leaving the Academy	Pupils will be dismissed at the end of the day. The Academy will ensure that as many exit points are open to reduce the volume of pupils leaving out of the same exits. Pupils will be encouraged to leave the site in a calm and orderly fashion to help movement around the Academy.	
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CLEANING

Availability of staff/daily cleaning routines	<p>Increased occupancy from September will mean that additional demands are placed on the cleaning service to maintain hygiene standards throughout the day. In particular, the current regime of cleaning high contact surfaces and toilets will result in a continued need for increased capacity. Site staff are contacting cleaning staff/contractors to identify resources for cleaning throughout the day. If this is not possible then additional capacity will be required from other sources (contractors etc. – this will result in additional costs but must be in place to facilitate opening).</p> <p>All Trust employed cleaning staff must confirm they have read and understood all guidance and risk assessments before commencing work.</p> <p>All cleaning contractors must confirm to Principals that they have Coronavirus Risk assessments in place which have been communicated to their staff and that in addition they will adhere to site specific rules. Principals may seek assistance from Site Staff to collect Risk Assessments from contractors.</p> <p>Cleaning products which comply with EN14476 must be used where required, in accordance with manufacturer recommendations. Other cleaning products should only be used where a Risk Assessment has identified that the surface being cleaned would not harbour Coronavirus.</p> <p>A revised cleaning schedule (two daily cleans) of identified high contact surfaces has been issued to site staff. This revised schedule and appropriate staffing must be in place to facilitate opening of any academy. The revised schedule must be in place to ensure high contact surfaces are cleaned throughout the day.</p>	
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CATERING



<p>Catering service -</p>	<p>The Canteen will return to its normal use. It will be cleaned between sessions. The Academy has implemented two break times and two lunch times to provide time to clean and reduce the number of pupils using the facility in one sitting.</p> <p>Breakfast and Break-time food service will be implemented from the beginning of September term.</p>	
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PPE/Sanitiser/Antiviral (alcohol based) wipes

<p>PPE - Where necessary,</p>	<p>Face covering are no longer advised for pupils, staff or visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This included public transport and dedicated transport to school.</p> <p>The Academy is happy for any staff, pupil or visitor to wear a face covering should they choose to do so. No pupil would be denied education based on the grounds of whether they are or are not wearing a face covering.</p> <p>Where staff are working 1:1 with pupils in secondary then a face covering can be worn if chosen to by the member of staff. There is not an expectation to follow social distancing as this is no longer required.</p> <p>If any other colleague wishes to wear a face covering, we as a Trust support them. We would prefer them to wear a visor. We have ordered a supply of face visors for all staff in all academies, which will be distributed from 1 September. These are provided at no cost to individual academies.</p> <p>Visors are for individual use, must not be shared and as such they should have the users name written on them. They must not be discarded and left unattended at any time. They must be wiped with an antiviral wipe (front and back). They are not to be treated as disposables</p> <p>The Trust will continue to follow the latest government guidance on COVID-19, including on the wearing of face coverings and if necessary amend its operating procedures accordingly.</p> <p>Should local lockdown measures be implemented then there will be a requirement for masks to be worn in corridors and communal spaces (this will apply to staff and pupils).</p> <p>Where there is no local lockdown Schools and colleges will have the discretion to require face coverings in indoor communal areas and classrooms, if they believe that it is right in their particular circumstances following the outbreak management plan.</p>	
<p>First Aid</p>	<p>The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which will support local risk assessments and provides guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>The Trust Guidance and Risk Assessments for the provision of First aid will be updated as required, however the provision of First Aid is covered within site specific RAs as is links to current UK government guidance</p>	



	The provision of PPE for first aid for symptomatic individuals is identified in the section on PPE above.	
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OTHER ADJUSTMENTS

Propping doors open	<p>It will be permissible to prop non fire doors open in order to reduce contact with door handles and push plates. Fire doors must not be propped open.</p> <p>Approved hold open devices for fire doors have been delivered to all academies where requested for all cross corridor doors and are available for site staff to install – this may free up some cleaning resource if as a result there are fewer high contact surfaces (door handles/push plates) to clean as a result</p> <p>For the avoidance of doubt, if a door closer is fitted it should be assumed that it is a fire door unless there is evidence to confirm otherwise.</p>	
Outdoor play equipment	Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Outdoor play equipment may only be used where there is sufficient resource available to ensure it is cleaned between users (appropriate cleaning must be documented).	
Ventilation system	The HSE have issued advice that the use of Air conditioning presents a very low risk. Depending on the type of system and provided certain conditions are met air conditioning systems can be used where natural ventilation is not sufficient.	
Water fountains	Water fountains are allowed to be used. The fountain will be part of the cleaning procedures in the Academy. Staff and pupils reminded not to touch the tip of the fountain to help reduce the risk of infection.	
Printing	If printing is carried out, devices are to be wiped down before and after use. Antiviral (alcohol based) wipes to be positioned adjacent to each machine with appropriate signage.	
Libraries	The use of Library areas is permitted, pupils returning books will follow the direction set out in the library procedures. Booking of the computers in the library will resume through the Academy computer booking system.	
Cash registers/revaluation machines	No cash will be taken on site; this applies particularly to the school meals service. Parents should be advised and Academies will need to ensure that electronic means of taking payments are in place. If Academies require support to implement a cashless system, please contact the Finance Team.	



Deliveries	All gated entry points to site are to be locked, appropriate signage for delivery drivers to call reception for entry to be displayed. Deliveries can continue as per usual. The school meals service has made arrangements for food deliveries.	
Lifts	The lift may be used to support staff and pupils to access all parts of the building.	

FIRE EVACUATION TEST

Emergency Evacuation Testing	Trust arrangements for a drill at the start of each term have resumed if the previous drill was satisfactory and there have been no changes in arrangements or personnel since the last drill. Fire drills carried out As there will be new staff/ pupils in attendance and directional COVID signage (which must be ignored) there is the potential for confusion in an emergency evacuation situation. Fire drills must be undertaken in the first week of the Autumn term. The Trust RA has been amended to take account of the requirement for Emergency evacuation drills which must be carried out whilst evacuating in order not to create a false situation which causes the opposite.	
Evacuation Chairs	In multi storey buildings if upper storeys are being used there must be sufficient trained EVAC chair operators at all times that people who might require a chair are on site. Academies must ensure that there is a supply of PPE provided adjacent to every Evacuation Chair so that users and handlers are fully trained.	

SIGNAGE

Corridor signage	Where required corridors must have one-way signs on the wall opposite each classroom door, opposite each WC door and at changes in corridor direction. These signs must be a different colour to and distinct from any emergency evacuation signs, staff and pupils must be advised that in the event of an emergency one-way systems do not apply, they must evacuate by the nearest safe exit.	
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CORONAVIRUS ASSURANCE AUDITS



Site managers	Site managers to complete a daily audit and confirm readiness to open to Principal before opening for the day – logged via email and copied to the Operations Director ahead of a daily Regional check in with site staff.	
Principals	Principals to undertake a weekly site walk with Site Manager, H&S Contact and rep and provide weekly assurance that all operations are functioning in accordance with this Operating Procedures guidance, Risk Assessments and DfE guidelines.	

Any member of staff who has concerns that these procedures are not being implemented should raise their concerns with their Line Manager and their Academy H&S Contact in the first instance. If for any reason a member of staff feels unable to do this, they should speak to their Principal or Safety rep. In the event they are unable to do this they should use the Trust Whistle Blowing procedure.

Anyone not complying with revised Operating Procedures should expect to be challenged in a professional and courteous manner and must accept the challenge in a professional way.

Non-compliance can be subject to disciplinary procedures.

Failure to Operate an Academy in compliance with these Operating procedures, associated Risk Assessments and guidance will increase the risk of contamination/infection and therefore if there are any doubts as to the ability to comply an academy should not open.

All measures outlined in the revised Operating Procedures document have been implemented and communicated to all academy staff. All Covid-19 Risk Assessments have been reviewed and amended as necessary and have been communicated to all staff. I have conducted a review of all Operating Procedures with academy SLT, Site Staff, H&S Contact and rep/s and can confirm readiness to reopen to staff and pupils accordingly. This will be reviewed monthly and any change in status or required modifications will be recorded on this document and communicated to all staff. Urgent modifications will be implemented and communicated immediately.

-----  ----- Principal

-----31 /08/2021----- Date

Other members of staff present during the review of Operating Procedures and Risk Assessments: (signature)

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